

<b>AWARD/CONTRACT</b>		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)		RATING		PAGE OF PAGES 1 28	
2. CONTRACT (Proc. Inst. Ident.) NO. HSCEDM-15-D-00009				3. EFFECTIVE DATE 09/30/2015		4. REQUISITION/PURCHASE REQUEST/PROJECT NO.	
5. ISSUED BY		CODE ICE/DCR		6. ADMINISTERED BY (If other than Item 5)		CODE ICE/DCR	
ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street, NW Suite (b)(6),(b)(7)(C) WASHINGTON DC 20536				ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street NW, suite (b)(6),(b)(7)(C) Washington DC 20536			
7. NAME AND ADDRESS OF CONTRACTOR (No., Street, City, Country, State and ZIP Code)  GLOBAL PRECISION SYSTEMS LLC 4600 DEBARR RD STE 200 ANCHORAGE AK 995083126				8. DELIVERY <input type="checkbox"/> FOB ORIGIN <input checked="" type="checkbox"/> OTHER (See below)			
				9. DISCOUNT FOR PROMPT PAYMENT  Net 30			
				10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN		ITEM	
CODE 8055967100000		FACILITY CODE					
11. SHIP TO/MARK FOR		CODE ICE/ERO		12. PAYMENT WILL BE MADE BY		CODE ICE-ERO-SPC-FEP-ELP	
ICE Enforcement & Removal Immigration and Customs Enforcement 801 I Street, NW Suite 900 Washington DC 20536				DHS, ICE Burlington Finance Center P.O. Box 1620 Attn: ICE-ERO-SPC-FEP-ELP Williston VT 05495-1620			
13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304 (c) ( ) <input type="checkbox"/> 41 U.S.C. 253 (c) ( )				14. ACCOUNTING AND APPROPRIATION DATA  See Schedule			
15A. ITEM NO	15B. SUPPLIES/SERVICES			15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
	Continued						
15G. TOTAL AMOUNT OF CONTRACT						\$0.00	
<b>16. TABLE OF CONTENTS</b>							
(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
	A	SOLICITATION/CONTRACT FORM			I	CONTRACT CLAUSES	
	B	SUPPLIES OR SERVICES AND PRICES/COSTS		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
	C	DESCRIPTION/SPECS./WORK STATEMENT			J	LIST OF ATTACHMENTS	
	D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS			
	E	INSPECTION AND ACCEPTANCE			K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
	F	DELIVERIES OR PERFORMANCE			L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
	G	CONTRACT ADMINISTRATION DATA			M	EVALUATION FACTORS FOR AWARD	
	H	SPECIAL CONTRACT REQUIREMENTS					
<b>CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE</b>							
17. <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return 1 copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)				18. <input type="checkbox"/> AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number HSCEDM-15-R-00003, including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any condition sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.			
19A. NAME AND TITLE OF SIGNER (Type or print)				(b)(6),(b)(7)(C) R			
19B. NAME OF CONTRACTOR			19C. DATE SIGNED	20B. UNITED STATES OF AMERICA		20C. DATE SIGNED	
BY  (Signature of person authorized to sign)				BY  (Signature of the Contracting Officer)			

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	DUNS Number: 805596710 Program Office POC: (b)(6),(b)(7)(C) 915-298 (b)(6),(b)(7)(C) Contract Specialist: (b)(6),(b)(7)(C) 202-732 (b)(6),(b)(7)(C) Contracting Officer: (b)(6),(b)(7)(C) 202-732 (b)(6),(b)(7)(C)  The purpose of this contract is to acquire detention, transportation and food services for detainees housed at the El Paso Service Processing Center (SPC) in El Paso, Texas. Exempt Action: Y Period of Performance: 09/30/2015 to 09/29/2022				
0001	Transition Period - 60 days  Unit of issue = Lot (LT) Obligated Amount: \$0.00 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			
0002B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements GUARANTEED MINIMUM - 600 BEDS  Obligated Amount: \$0.00 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			
0003B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements above the guaranteed minimum (>600)  Obligated Amount: \$0.00 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
0004	Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed 833,333 miles Obligated Amount: \$0.00 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER  Continued ...	(b)(4)			



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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0004A	Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Above Guaranteed 833,333 miles Obligated Amount: \$0.00 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			
0005B	Food Obligated Amount: \$0.00 Product/Service Code: 8945 Product/Service Description: FOODS, OILS, & FATS	(b)(4)			
0006	On Demand Guards  Fully burdened labor rate: .  Contractor shall be reimbursed for hours as incurred. Obligated Amount: \$0.00 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			
0006A	On Demand Transportation Labor (In Excess of Fixed Monthly Routes on CLIN 0004) -  Fully burdened labor rate: .  Contractor shall be reimbursed for hours as incurred.  Obligated Amount: \$0.00 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			
0006B	On Demand Transportation Mileage Reimbursement (In Excess of Fixed Monthly Routes on CLIN 0004) Obligated Amount: \$0.00 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			
0007	Overtime Transportation Guards  Continued ...	(b)(4)			

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Fully burdened labor rate: .  Contractor shall be reimbursed for hours as incurred. Obligated Amount: \$0.00 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD				
0008	Transportation - MI&E and Lodging  Contractor shall be reimbursed for expenses as incurred. MI&E and Lodging will be reimbursed at the GSA published rates at the time travel occurs. Obligated Amount: \$0.00 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER				
0009	Emergency Food Service Labor - Overtime  Fully burdened labor rate: .  Contractor shall be reimbursed for hours as incurred. Obligated Amount: \$0.00 Product/Service Code: S203 Product/Service Description: HOUSEKEEPING- FOOD				
0010	Emergency Food Service - MI&E and Lodging  Contractor shall be reimbursed for expenses as incurred. MI&E and Lodging will be reimbursed at the GSA published rates at the time travel occurs. Obligated Amount: \$0.00 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER				
0011	Sack Lunches/IAO Meals - NTE 30,000 In accordance with 2011 PBNDS Food Service Section 4.1 Obligated Amount: \$0.00 Product/Service Code: 8945 Product/Service Description: FOODS, OILS, & FATS  Continued ...				

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0012	Detainee Work Program  Contractor shall be reimbursed for expenses as incurred. Detainees earn \$1.00 per day. Obligated Amount: \$0.00 Product/Service Code: S203 Product/Service Description: HOUSEKEEPING- FOOD	(b)(4)			
1002B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements GUARANTEED MINIMUM - 600 BEDS  Amount: (b)(4) (Option Line Item) 09/30/2016 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
1003B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements above the guaranteed minimum (>600)  Amount: \$0.00 (Option Line Item) 09/30/2016 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
1004	Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed Minimum 1,000,000 miles Amount: (b)(4) (Option Line Item) 09/30/2016 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
1004A	Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Above Guaranteed 1,000,000 miles Amount: \$(b)(4) (Option Line Item) 09/30/2015 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER Continued ...	(b)(4)			0.00



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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
1005B	Food Amount: (b)(4) Option Line Item) 09/30/2016 Product/Service Code: 8945 Product/Service Description: FOODS, OILS, & FATS	(b)(4)			0.00
1006	On Demand Guards  Fully burdened labor rate: .  Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) Option Line Item) 09/30/2016 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
1006A	On Demand Transportation Labor (In Excess of Fixed Monthly Routes on CLIN 1004) -  Fully burdened labor rate: .  Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) Option Line Item) 09/30/2016 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
1006B	On Demand Transportation Mileage Reimbursement (In Excess of Fixed Monthly Routes on CLIN 1004) Amount: (b)(4) Option Line Item) 09/30/2016 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
1007	Overtime Transportation Guards  Fully burdened labor rate: .  Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) Option Line Item) Continued ...	(b)(4)			0.00

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
1008	09/30/2016 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Transportation - MI&E and Lodging  Contractor shall be reimbursed for expenses as incurred. MI&E and Lodging will be reimbursed at the GSA published rates at the time travel occurs. Amount: (b)(4) (Option Line Item) 09/30/2016 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
1009	Emergency Food Service Labor - Overtime  Fully burdened labor rate: .  Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) (Option Line Item) 09/30/2016 Product/Service Code: S203 Product/Service Description: HOUSEKEEPING- FOOD	(b)(4)			0.00
1010	Emergency Food Service - MI&E and Lodging  Contractor shall be reimbursed for expenses as incurred. MI&E and Lodging will be reimbursed at the GSA published rates at the time travel occurs. Amount: (b)(4) (Option Line Item) 09/30/2016 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
1011	Sack Lunches/IAO Meals - NTE 36,000 In accordance with 2011 PBNDS Food Service Section 4.1 Amount: (b)(4) (Option Line Item) 09/30/2016 Product/Service Code: 8945 Product/Service Description: FOODS, OILS, & FATS  Continued ...	(b)(4)			0.00

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
1012	Detainee Work Program  Contractor shall be reimbursed for expenses as incurred. Detainees earn (b)(4) per day. Amount: (b)(4) (Option Line Item) 09/30/2016 Product/Service Code: S203 Product/Service Description: HOUSEKEEPING- FOOD	(b)(4)			0.00
2002B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements GUARANTEED MINIMUM - 600 BEDS  Amount: (b)(4) (Option Line Item) 09/30/2017 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
2003B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements above the guaranteed minimum (>600)  Amount: \$0.00 (Option Line Item) 09/30/2017 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
2004	Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed Minimum 1,000,000 miles Amount: (b)(4) (Option Line Item) 09/30/2017 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
2004A	Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Above Guaranteed (b)(4) miles Amount: (b)(4) (Option Line Item) 09/30/2017 Product/Service Code: V999 Product/Service Description: Continued ...	(b)(4)			0.00



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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER				
2005B	Food (b)(4) Amount: (b)(4) (Option Line Item) 09/30/2017 Product/Service Code: 8945 Product/Service Description: FOODS, OILS, & FATS	(b)(4)			0.00
2006	On Demand Guards  Fully burdened labor rate: .  Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) (Option Line Item) 09/30/2017 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
2006A	On Demand Transportation Labor (In Excess of Fixed Monthly Routes on CLIN 2004) -  Fully burdened labor rate: .  Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) (Option Line Item) 09/30/2017 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
2006B	On Demand Transportation Mileage Reimbursement (In Excess of Fixed Monthly Routes on CLIN 2004) Amount: (b)(4) (Option Line Item) 09/30/2017 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
2007	Overtime Transportation Guards  Fully burdened labor rate: .  Contractor shall be reimbursed for hours as incurred. Continued ...	(b)(4)			0.00

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
2008	(b)(4) Amount: (b)(4) (Option Line Item) 09/30/2017 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD Transportation - MI&E and Lodging Contractor shall be reimbursed for expenses as incurred. MI&E and Lodging will be reimbursed at the GSA (b)(4) rates at the time travel occurs. Amount: (b)(4) (Option Line Item) 09/30/2017 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
2009	Emergency Food Service Labor - Overtime Fully burdened labor rate: . Contractor shall be reimbursed for hours as incurred (b)(4) Amount: (b)(4) (Option Line Item) 09/30/2017 Product/Service Code: S203 Product/Service Description: HOUSEKEEPING- FOOD	(b)(4)			0.00
2010	Emergency Food Service - MI&E and Lodging Contractor shall be reimbursed for expenses as incurred. MI&E and Lodging will be reimbursed at the GSA published rates at the time travel occurs (b)(4) Amount: (b)(4) (Option Line Item) 09/30/2017 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
2011	Sack Lunches/IAO Meals - NTE 36,000 In accordance with 2011 PBNDS Food Service Section 4.1 Amount: (b)(4) (Option Line Item) 09/30/2018 Product/Service Code: 8945 Product/Service Description: FOODS, OILS, & FATS Continued ...	(b)(4)			0.00

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
2012	Detainee Work Program  Contractor shall be reimbursed on the award document for expenses as incurred. Detainees earn (b)(4) per day. Amount: (b)(4) (Option Line Item) 09/30/2017 Product/Service Code: S203 Product/Service Description: HOUSEKEEPING- FOOD	(b)(4)			0.00
3002B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements GUARANTEED MINIMUM - 600 BEDS  Amount: (b)(4) (Option Line Item) 09/30/2018 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
3003B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements above the guaranteed minimum (>600)  Amount: \$0.00 (Option Line Item) 09/30/2018 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
3004	Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed Minimum 1,000,000 miles Amount: (b)(4) 8 (Option Line Item) 09/30/2018 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
3004A	Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Above Guaranteed 1,000,000 miles Amount: (b)(4) (Option Line Item) Continue	(b)(4)			0.00



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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	09/30/2018 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER				
3005B	Food (b)(4) Amount: (b)(4) (Option Line Item) 09/30/2018 Product/Service Code: 8945 Product/Service Description: FOODS, OILS, & FATS	(b)(4)			0.00
3006	On Demand Guards  Fully burdened labor rate: .  Contractor shall be reimbursed for hours as incurred Amount: (b)(4) (Option Line Item) 09/30/2018 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
3006A	On Demand Transportation Labor (In Excess of Fixed Monthly Routes on CLIN 3004) -  Fully burdened labor rate: .  Contractor shall be reimbursed for hours as incurred Amount: (b)(4) (Option Line Item) 09/30/2018 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
3006B	On Demand Transportation Mileage Reimbursement (In Excess of Fixed Monthly Routes on CLIN 3004) Amount: (b)(4) (Option Line Item) 09/30/2018 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
3007	Overtime Transportation Guards  Fully burdened labor rate: . Continued ...	(b)(4)			0.00

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Contractor shall be reimbursed for hours as incurred. Amount: (b)(7)(C),(b)(4) Option Line Item) 09/30/2018 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD				
3008	Transportation - MI&E and Lodging  Contractor shall be reimbursed for expenses as incurred. MI&E and Lodging will be reimbursed at the GSA published rates at the time travel occurs. Amount: (b)(4) Option Line Item) 09/30/2018 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER			(b)(4)	0.00
3009	Emergency Food Service Labor - Overtime  Fully burdened labor rate: .			(b)(6),(b)(7)(C)	0.00
	Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) Option Line Item) 09/30/2018 Product/Service Code: S203 Product/Service Description: HOUSEKEEPING- FOOD				
3010	Emergency Food Service - MI&E and Lodging  Contractor shall be reimbursed for expenses as incurred. MI&E and Lodging will be reimbursed at the GSA (b)(4) rates at the time travel occurs. Amount: (b)(4) Option Line Item) 09/30/2018 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER			(b)(4)	0.00
3011	Sack Lunches/IAO Meals - NTE 36,000 In accordance with 2011 PBNDS Food Service Section 4.1 Amount: (b)(4) Option Line Item) 09/30/2018 Continued ...			(b)(4)	0.00

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
3012	Product/Service Code: 8945 Product/Service Description: FOODS, OILS, & FATS  Detainee Work Program  Contractor shall be reimbursed on the award document for expenses as incurred. Detainees earn (b)(4) Amount: (b)(4) (Option Line Item) 09/30/2019 Product/Service Code: S203 Product/Service Description: HOUSEKEEPING- FOOD	(b)(4)			0.00
4002B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements GUARANTEED MINIMUM - 600 BEDS  Amount: (b)(4) (Option Line Item) 09/30/2019 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
4003B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements above the guaranteed minimum (>600)  Amount: \$0.00 (Option Line Item) 09/30/2019 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
4004	Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed Minimum 1,000,000 miles Amount: (b)(4) (Option Line Item) 09/30/2019 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
4004A	Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Continued ...	(b)(4)			0.00



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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Above Guaranteed 1,000,000 miles Amount: (b)(4) (Option Line Item) 09/30/2019 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER				
4005B	Food (b)(4) (Option Line Item) Amount: (b)(4) 09/30/2019 Product/Service Code: 8945 Product/Service Description: FOODS, OILS, & FATS	(b)(4)			0.00
4006	On Demand Guards  Fully burdened labor rate: .  Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) (Option Line Item) 09/30/2019 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
4006A	On Demand Transportation Labor (In Excess of Fixed Monthly Routes on CLIN 4004) -  Fully burdened labor rate: .  Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) (Option Line Item) 09/30/2019 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
4006B	On Demand Transportation Mileage Reimbursement (In Excess of Fixed Monthly Routes on CLIN 4004) Amount: (b)(4) (Option Line Item) 09/30/2019 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
4007	Overtime Transportation Guards Continued ...	(b)(4)			0.00

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Fully burdened labor rate: .  Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) Option Line Item) 09/30/2019 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD				
4008	Transportation - MI&E and Lodging  Contractor shall be reimbursed for expenses as incurred. MI&E and Lodging will be reimbursed at the GSA published rates at the time travel occurs. Amount: (b)(4) Option Line Item) 09/30/2019 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
4009	Emergency Food Service Labor - Overtime  Fully burdened labor rate: .  Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) Option Line Item) 09/30/2019 Product/Service Code: S203 Product/Service Description: HOUSEKEEPING- FOOD	(b)(4)			0.00
4010	Emergency Food Service - MI&E and Lodging  Contractor shall be reimbursed for expenses as incurred. MI&E and Lodging will be reimbursed at the GSA published rates at the time travel occurs. Amount: (b)(4) Option Line Item) 09/30/2019 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
4011	Sack Lunches/IAO Meals - NTE 36,000 In accordance with 2011 PBNDS Food Service Section 4.1 Continued ...	(b)(4)			0.00

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
4012	Amount: (b)(4) (Option Line Item) 09/30/2019 Product/Service Code: 8945 Product/Service Description: FOODS, OILS, & FATS  Detainee Work Program  Contractor shall be reimbursed on the award document for expenses as incurred. Detainees earn (b)(4) per day. Amount: (b)(4) (Option Line Item) 09/30/2019 Product/Service Code: S203 Product/Service Description: HOUSEKEEPING- FOOD	(b)(4)			0.00
5002B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements GUARANTEED MINIMUM - 600 BEDS  Amount: (b)(4) (Option Line Item) 09/30/2020 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
5003B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements above the guaranteed minimum (>600)  Amount: \$0.00 (Option Line Item) 09/30/2020 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
5004	Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed Minimum 1,000,000 miles Amount: (b)(4) (Option Line Item) 09/30/2020 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
5004A	Transportation (in accordance with Statement of Continued ...	(b)(4)			0.00

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Objectives and Performance Work Statement) - Above Guaranteed 1,000,000 miles Amount: (b)(4) (Option Line Item) 09/30/2020 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER				
5005B	Food (b)(4) Amount: (b)(4) (Option Line Item) 09/30/2020 Product/Service Code: 8945 Product/Service Description: FOODS, OILS, & FATS	(b)(4)			0.00
5006	On Demand Guards  Fully burdened labor rate: .  Contractor shall be reimbursed for hours as incurred. Amount: \$ (b)(4) (Option Line Item) 09/30/2020 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
5006A	On Demand Transportation Labor (In Excess of Fixed Monthly Routes on CLIN 5004) -  Fully burdened labor rate: .  Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) (Option Line Item) 09/30/2020 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
5006B	On Demand Transportation Mileage Reimbursement (In Excess of Fixed Monthly Routes on CLIN 5004) Amount: (b)(4) (Option Line Item) 09/30/2020 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER  Continued ...	(b)(4)			0.00



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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
5007	Overtime Transportation Guards  Fully burdened labor rate: .  Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) (Option Line Item) 09/30/2020 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
5008	Transportation - MI&E and Lodging  Contractor shall be reimbursed for expenses as incurred. MI&E and Lodging will be reimbursed at the GSA published rates at the time travel occurs. Amount: (b)(4) (Option Line Item) 09/30/2020 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
5009	Emergency Food Service Labor - Overtime  Fully burdened labor rate: .  Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) (Option Line Item) 09/30/2020 Product/Service Code: S203 Product/Service Description: HOUSEKEEPING- FOOD	(b)(4)			0.00
5010	Emergency Food Service - MI&E and Lodging  Contractor shall be reimbursed for expenses as incurred. MI&E and Lodging will be reimbursed at the GSA published rates at the time travel occurs. Amount: (b)(4) (Option Line Item) 09/30/2020 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
5011	Sack Lunches/IAO Meals - NTE 36,000 In accordance with 2011 PBNDS Food Service Continued ...	(b)(4)			0.00

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
5012	Sect (b)(4) Amount (b)(4) Option Line Item) 09/30/2020 Product/Service Code: 8945 Product/Service Description: FOODS, OILS, & FATS  Detainee Work Program  Contractor shall be reimbursed on the award document for expenses as incurred. Detainees earn (b)(4) per day. Amount (b)(4) Option Line Item) 09/30/2020 Product/Service Code: S203 Product/Service Description: HOUSEKEEPING- FOOD	(b)(4)			0.00
6002B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements GUARANTEED MINIMUM - 600 BEDS  Amount: (b)(4) on Line Item) 09/30/2021 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
6003B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements above the guaranteed minimum (>600)  Amount: \$0.00 (Option Line Item) 09/30/2021 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
6004	Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed Minimum 1,000,000 miles Amount: \$(b)(4) Option Line Item) 09/30/2021 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER  Continued ...	(b)(4)			0.00

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
6004A	Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Above Guaranteed 1,000,000 miles Amount: \$(b)(4) (Option Line Item) 09/30/2021 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
6005B	Food Amount: (b)(4) (Option Line Item) 09/30/2021 Product/Service Code: 8945 Product/Service Description: FOODS, OILS, & FATS	(b)(4)			0.00
6006	On Demand Guards  Fully burdened labor rate: .  Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) (Option Line Item) 09/30/2021 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
6006A	On Demand Transportation Labor (In Excess of Fixed Monthly Routes on CLIN 6004) -  Fully burdened labor rate: .  Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) (Option Line Item) 09/30/2021 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
6006B	On Demand Transportation Mileage Reimbursement (In Excess of Fixed Monthly Routes on CLIN 6004) Amount: (b)(4) (Option Line Item) 09/30/2021 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER Continued ...	(b)(4)			0.00

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
6007	Overtime Transportation Guards  Fully burdened labor rate: .  Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) (Option Line Item) 09/30/2021 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
6008	Transportation - MI&E and Lodging  Contractor shall be reimbursed for expenses as incurred. MI&E and Lodging will be reimbursed at the GSA published rates at the time travel occurs. Amount: (b)(4) (Option Line Item) 09/30/2021 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
6009	Emergency Food Service Labor - Overtime  Fully burdened labor rate: .  Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) (Option Line Item) 09/30/2021 Product/Service Code: S203 Product/Service Description: HOUSEKEEPING- FOOD	(b)(4)			0.00
6010	Emergency Food Service - MI&E and Lodging  Contractor shall be reimbursed for expenses as incurred. MI&E and Lodging will be reimbursed at the GSA published rates at the time travel occurs. Amount: (b)(4) (Option Line Item) 09/30/2020 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER  Continued ...	(b)(4)			0.00



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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (b)(4)	UNIT	UNIT PRICE	AMOUNT (F)
6011	Sack Lunches/IAO Meals - NTE 36,000 In accordance with 2011 PBNDS Food Service Section 4.1 Amount: (b)(4) (Option Line Item) 09/30/2021 Product/Service Code: 8945 Product/Service Description: FOODS, OILS, & FATS	(b)(4)			0.00
6012	Detainee Work Program  Contractor shall be reimbursed on the award document for expenses as incurred. Detainees earn (b)(4) per day. Amount: (b)(4) (Option Line Item) 09/30/2021 Product/Service Code: S203 Product/Service Description: HOUSEKEEPING- FOOD	(b)(4)			0.00
7002B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements and in accordance with FAR 52.217-8, Option to Extend Services. Not-To-Exceed 6 months.  GUARANTEED MINIMUM - 600 BEDS  Amount: \$(b)(4) (Option Line Item) 09/30/2022 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
7003B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements and in accordance with FAR 52.217-8, Option to Extend Services. Not-To-Exceed 6 months, above the guaranteed minimum (>600)  Amount: \$0.00 (Option Line Item) 09/30/2022 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
7004	Detention and Food Services in accordance with Continued ...	(b)(4)			0.00

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Statement of Objectives and Performance Work Statements and in accordance with FAR 52.217-8, Option to Extend Services. Not-To-Exceed 6 months.  Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed Minimum 500,000 miles Amount: (b)(4) (Option Line Item) 09/30/2022 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER				
7004A	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements and in accordance with FAR 52.217-8, Option to Extend Services. Not-To-Exceed 6 months.  Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Above Guaranteed 500,000 miles Amount: (b)(4) (Option Line Item) 09/30/2022 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
7005B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements and in accordance with FAR 52.217-8, Option to Extend Services. Not-To-Exceed 6 months.  Food (b)(4) Amount: (b)(4) (Option Line Item) 09/30/2022 Product/Service Code: 8945 Product/Service Description: FOODS, OILS, & FATS	(b)(4)			0.00
7006	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements and in accordance with FAR 52.217-8, Continued ...	(b)(4)			0.00

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
7006A	<p>Option to Extend Services. Not-To-Exceed 6 months.</p> <p>On Demand Guards</p> <p>Fully burdened labor rate: .</p> <p>Contractor shall be reimbursed for hours as incurred.</p> <p>Amount: (b)(4) (Option Line Item)</p> <p>09/30/2022</p> <p>Product/Service Code: S206</p> <p>Product/Service Description: HOUSEKEEPING- GUARD</p> <p>Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements and in accordance with FAR 52.217-8, Option to Extend Services. Not-To-Exceed 6 months.</p> <p>On Demand Transportation Labor (In Excess of Fixed Monthly Routes on CLIN 7004) -</p> <p>Fully burdened labor rate: .</p> <p>Contractor shall be reimbursed for hours as incurred.</p> <p>Amount: (b)(4) (Option Line Item)</p> <p>09/30/2022</p> <p>Product/Service Code: S206</p> <p>Product/Service Description: HOUSEKEEPING- GUARD</p>			(b)(4)	0.00
7006B	<p>Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements and in accordance with FAR 52.217-8, Option to Extend Services. Not-To-Exceed 6 months.</p> <p>On Demand Transportation Mileage Reimbursement (In Excess of Fixed Monthly Routes on CLIN 7004)</p> <p>Amount: (b)(4) (Option Line Item)</p> <p>09/30/2022</p> <p>Product/Service Code: V999</p> <p>Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER</p> <p>Continued ...</p>			(b)(4)	0.00

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
7007	<p>Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements and in accordance with FAR 52.217-8, Option to Extend Services. Not-To-Exceed 6 months.</p> <p>Overtime Transportation Guards</p> <p>Fully burdened labor rate: .</p> <p>Contractor shall be reimbursed for hours as incurred</p> <p>Amount: (b)(4) (Option Line Item)</p> <p>09/30/2022</p> <p>Product/Service Code: S206</p> <p>Product/Service Description: HOUSEKEEPING- GUARD</p>	(b)(4)			0.00
7008	<p>Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements and in accordance with FAR 52.217-8, Option to Extend Services. Not-To-Exceed 6 months.</p> <p>Transportation - MI&amp;E and Lodging</p> <p>Contractor shall be reimbursed for expenses as incurred. MI&amp;E and Lodging will be reimbursed at the GSA published rates at the time travel occurs.</p> <p>Amount: (b)(4) (Option Line Item)</p> <p>09/30/2022</p> <p>Product/Service Code: V999</p> <p>Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER</p>	(b)(4)			0.00
7009	<p>Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements and in accordance with FAR 52.217-8, Option to Extend Services. Not-To-Exceed 6 months.</p> <p>Emergency Food Service Labor - Overtime</p> <p>Fully burdened labor rate: .</p> <p>Continued ...</p>	(b)(4)			0.00



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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) Option Line Item) 09/30/2022 Product/Service Code: S203 Product/Service Description: HOUSEKEEPING- FOOD				
7010	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements and in accordance with FAR 52.217-8, Option to Extend Services. Not-To-Exceed 6 months.  Emergency Food Service - MI&E and Lodging  Contractor shall be reimbursed for expenses as incurred. MI&E and Lodging will be reimbursed at the GSA published rates at the time travel occurs. Amount: (b)(4) Option Line Item) 09/30/2022 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
7011	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements and in accordance with FAR 52.217-8, Option to Extend Services. Not-To-Exceed 6 months.  Sack Lunches/IAO Meals - NTE 18,000 In accordance with 2011 PBNDS Food Service Section 4.1 Amount: (b)(4) Option Line Item) 09/30/2022 Product/Service Code: 8945 Product/Service Description: FOODS, OILS, & FATS	(b)(4)			0.00
7012	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements and in accordance with FAR 52.217-8, Option to Extend Services. Not-To-Exceed 6 months.  Continued ...	(b)(4)			0.00

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Detainee Work Program</p> <p>Contractor shall be reimbursed on the award document for expenses as incurred. Detainees earn \$(b)(4) per day.</p> <p>Amount: \$(b)(4) (Option Line Item)</p> <p>09/30/2022</p> <p>Product/Service Code: S203</p> <p>Product/Service Description: HOUSEKEEPING- FOOD</p> <p>All other terms and conditions remain in full force and effect.</p> <p>The total amount of award: \$228,805,422.24. The obligation for this award is shown in box 15G.</p>				

## 5. Factor 1: Subfactor 1 - PERFORMANCE WORK STATEMENT

Paragraphing in this section corresponds directly with the RFP Section C “Statement of Objectives” with the reference paragraph included in parentheses following the paragraph title. Additional paragraphs with no direct reference to specific Section C paragraphs have no parenthetical reference numbers.

### 5.1 MISSION (C1)

*“The mission of the Enforcement and Removal Operations (ERO) is the planning, management, and direction of a broad program relating to the supervision, detention, and deportation of detainees who are in the United States illegally. These activities are chiefly concerned with the processing and enforcement of departure from the United States of detainees who have entered illegally or have become removable after admission. In implementing its mission, ERO is responsible for carrying out all orders for the required departure of detainees handed down in removal proceedings, or prior thereto, and arranging for detention of detainees when such detention becomes necessary.” (Excerpt from RFP)*

Team GPS’ (which includes the GPS management team and our subcontractors, Asset; Argos; and Trinity Trinity) mission is to support DHS-ICE in the accomplishment of its national ERO mission by partnering with ICE to provide high quality management practices and well trained staff to manage the El Paso Service Processing Center (EPSPC), ensuring the security, safety, health, welfare, transportation, and food/commissary services for individuals detained therein. Team GPS is fully committed to supporting the ICE ERO mission as stated above. This is demonstrated by our corporate staff’s full participation in contract management; the daily conduct of detention management operations in accordance with directives; and supervision and quality assurance verification of our highly trained and motivated employees who are charged with ensuring the safety, security, and well-being of the detainee population.

### 5.2 BACKGROUND (C2)

Our Primary Objective is to provide highly trained, fully equipped, and experienced staff to conduct daily detention management, supervision, and close surveillance of detainees in our custody; to securely and humanely transport detainees as directed by DHS-ICE and to provide high quality food and commissary services to the detainee population. These tasks will be accomplished in accordance with the RFP Statement of Work, Performance Work Summary, Deliverables Listing, PBNDS, ACA and PREA Standards, and various other agency rules and regulations as enumerated in SOO paragraph C.23.

GPS’ senior leadership has collaborated successfully with Asset’s senior leadership on four detention and transportation services contracts over the past eight years – all of which have been highly successful in providing services that met or exceeded ICE expectations: PIDC, ECSPC, FSPC, and Varick Federal Detention Facility, Manhattan, NY. In these previous endeavors, both GPS and Asset leadership have developed a symbiotic relationship that has produced results-oriented management and operational plans that meet and exceed ICE requirements.



### 5.3 FACILITY (C3)

*Team GPS is uniquely qualified to manage detention, food service, commissary, and transportation at El Paso SPC due to our Management Team’s combined 60 aggregate years’ experience in managing detention facilities for DHS-ICE, and over 40 years institutional food service experience.*

Company	Facilities	Experience	Functions
GPS Corporate Staff	PIDC, ECSPC, FSPC	12 aggregate years	Administration, Detention, Food Service, Training, Quality Assurance
Asset Corporate Staff	PIDC, ECSPC, FSPC, BFDF, VFDF	38 aggregate years	Administration, Detention, Food Service, Transportation, Training, Quality Assurance, Commissary
Argos Corporate Staff	PIDC, ECSPC, FSPC	10 aggregate years	Administration, Training, Quality Assurance
Trinity Corporate Staff	Various Federal and State Facilities	40 aggregate years	Commissary, Food Service

### 5.4 OVERVIEW (C4)

For this effort, GPS has partnered with Asset, Argos, and Trinity as subcontractors to blend our management talent, resources and ingenuity to provide exceptional service satisfaction to DHS-ICE. We bring “tried and true” solutions to the challenges of managing detention operations at EPSPC, yet we continue to hone and refine our procedures to meet new challenges as they evolve. Exemplary of this was our implementation of PBNDS “optimal” performance requirements for several key functional areas at five ICE facilities **on time and at no additional cost to the Government.**

In performing all of our contracts, we have continuously provided uninterrupted management, supervision, staffing, training, certifications, licenses, drug testing, uniforms, equipment, firearms, ammunition and supplies necessary to conduct detention, food service and transportation functions 24/7, as applicable.

In performance of a new contract at the El Paso SPC, Team GPS will provide managers, clerical staff, Communications Control Specialists, Detainee Supply Specialist, Property/Supply Technicians, and unarmed Detention Officers. Asset Protection & Security Services, LP will provide armed gate, Transportation/Airport Officers, Shift Captains, Detention/Transport/Airport Supervisors, Armed Detention Officers and the Training Staff. Argos Security, LLC will provide the Quality Assurance Manager and Q/A Officer. The Trinity Group will provide Food Service Managers and workers and Commissary staff.



## 5.5 TERMS/ACRONYMS/DEFINITIONS (C5)

<b>ACA</b>	American Correctional Association Standards - The American Correctional Association Standards (ACA) for Adult Local Detention Facilities, latest edition.
<b>ACH</b>	Automated Clearing House
<b>ADSEG</b>	Administrative Segregation - A unit of housing for detainees whose continued presence in the general population poses a serious threat to life, property, self, staff, or other detainees.
<b>Adult detainee</b>	Any detainee eighteen (18) years of age or older or anyone adjudicated in a criminal court to constitute an adult.
<b>AFOD</b>	Assistant Field Office Director
<b>Alien</b>	Any person who is not a citizen or native of the United States.
<b>ANCSA</b>	Alaska Native Claims Settlement Act
<b>APM</b>	Assistant Project Manager - Contractor's primary assistant to the Project Manager
<b>ART</b>	Annual Refresher Training
<b>Bed day</b>	Per Diem "detainee day" means day in or day out and all days in between. The contractor may charge for day of arrival or day of departure but not both.
<b>BFDF</b>	Buffalo Federal Detention Facility
<b>Body cavities</b>	Body cavities include the mouth, ears, nostrils, vagina, and rectum.
<b>Booking</b>	A procedure for the admission of an ICE detainee, which includes searching, fingerprinting, photographing, medical screening, and collecting personal history data. Booking also includes the inventory and storage of the detainees' accompanying personal property.
<b>BOP</b>	Federal Bureau of Prisons
<b>BSNC</b>	Bering Straits Native Corporation
<b>CCA</b>	Corrections Corporation of America
<b>CD</b>	Compact Disc
<b>CDL</b>	Commercial Driver License
<b>CDSE</b>	Center for Development of Security Excellence – a function of the Defense Security Services (DSS)
<b>CFO</b>	Chief Financial Officer
<b>CFR</b>	Code of Federal Regulations
<b>Classification</b>	A process for determining the needs and requirements of those detainees for whom confinement has been ordered and for assigning them to housing units and programs according to their needs and existing resources.
<b>CO</b>	Contracting Officer - ICE employee empowered to award, amend, administer, and terminate contracts.
<b>COG</b>	Cognizant
<b>COOP</b>	Continuity of Operations Plans
<b>Contraband</b>	Any item possessed by a detainee or found within the facility, which is declared illegal by law, or expressly prohibited, by ICE or the Contractor. Contraband may include, but is not limited to, the following: drugs and alcohol, flammable liquids (i.e. perfume, aerosols, etc.), sharp objects or hardware that could be fashioned into a weapon, perishable foods that may pose health or spoilage problems, and printed materials that incite to riot, agitate the population, or otherwise cause safety and security problems.
<b>Contract Employee</b>	An employee of a private Contractor hired to perform a variety of detailed services within the detention facility.
<b>Contractor</b>	The firm, individual, or entity with whom ICE enters into this contract. The provider of services described in the Statement of Objectives (SOO).
<b>COO</b>	Chief Operating Officer
<b>COR</b>	Contracting Officer's Representative - ICE employee(s) designated and authorized by the Contracting Officer to monitor all technical aspects of the contract, certify invoices for payment, and assist in administering the contract.

<b>CORP</b>	Corporate/Corporation
<b>CPARs</b>	Contractor Performance Assessment Reports
<b>CPR/AED</b>	Cardiopulmonary Resuscitation/Automated External Defibrillator
<b>Credentials</b>	Documents providing primary source verification including education, training, licensure, experience, board certification, and expertise of an employee.
<b>CS</b>	Contract Specialist
<b>Custody Classification - High Medium-High Medium-Low Low</b>	<i>High Risk Level</i> - Detainees that exhibit behavioral problems, or manifest a pattern of such behavior, and have a history of violent and/or criminal activity. <i>Medium-High Risk Level</i> - Detainees that have documented histories of violence, assault and combativeness. <i>Medium-Low Risk Level</i> - Detainees that exhibit minor behavioral problems and have a history of nonviolent criminal behavior. <i>Low Risk Level</i> - Detainees with minor criminal histories and non-violent felonies.
<b>DACS</b>	Deportable Alien Control System
<b>DCT</b>	Disturbance Control Team
<b>Detainee</b>	Any person confined under the auspices and the authority of any federal agency, primarily U.S. Immigration and Customs Enforcement (ICE). Many detainees have substantial and varied criminal histories. ICE reserves the right to place detainees in the Contractor's detention site who are confined under the auspices and the authority of ICE or any other federal agency.
<b>Detainee Property</b>	Refers to any personal property belonging to a detainee, not to include American Currency.
<b>Detainee Records</b>	Information concerning the detainee's personal, criminal, and medical history, behavior and activities while in custody, including but not limited to detainees personal property receipts, visitor list, photographs, fingerprints, disciplinary infractions and actions taken, grievance reports, miscellaneous correspondence, and forms prescribed as necessary by ICE and other federal agencies.
<b>Detention Officers</b>	Contractor's uniformed staff members responsible for the security, care, transportation, and supervision of detainees during all phases of activity in a detention facility. The Officer is also responsible for the safety and security of the facility.
<b>DHS</b>	Department of Homeland Security - A department of the United States Government, which includes U.S. Immigration and Customs Enforcement (ICE).
<b>DIHS</b>	Former Division of Immigration Health Services, currently called ICE Health Services Corp (IHSC) - A unit which oversees medical care and public health services to detained aliens in the custody of ICE, serves as the medical authority for ICE on a wide range of medical issues, including the agency's comprehensive detainee health care program, and, when necessary, authorizes and pays for off-site specialty and emergency care, consultations, and case management.
<b>Direct Supervision</b>	A method of detainee management that ensures continuing contact between detainees and staff by posting an Officer(s) inside each housing unit. Officers in general housing units are not separated from the detainees by a physical barrier. Officers provide frequent, non-scheduled observation of and personal interaction with detainees.
<b>Disciplinary Segregation</b>	A unit housing detainees who commit serious rule violations.
<b>DNM</b>	Does Not Meet
<b>DO</b>	Detention Officer – A contractor detention security Officer
<b>DO</b>	Deportation Officer – an ICE function
<b>DOJ</b>	Department of Justice – A department of the United States Government, which includes the Executive Office of Immigration Review (EOIR), the Federal Bureau of Investigation (FBI), and the Federal Bureau of Prisons (BOP), and the U.S. Marshals Service (USMS).
<b>DOT</b>	Department of Transportation
<b>DP</b>	Data Point



<b>DSS</b>	Defense Security Services
<b>DQ</b>	Driver Qualification
<b>ECP</b>	Entry Control Point
<b>ECSPC</b>	El Centro Service Processing Center
<b>EEO</b>	Equal Employment Opportunity
<b>Emergency</b>	Any significant disruption of normal facility procedure, policy, or activity caused by riot, strike, escape, fire, natural disaster, or other serious incident.
<b>Emergency Care</b>	Care for an acute illness or unexpected serious health care need that cannot be deferred until the next scheduled sick call.
<b>EMI</b>	Emergency Management Institute
<b>Employee</b>	Refers to a person employed by the Contractor.
<b>EOD</b>	Entry on Duty - The first day the employee begins performance at a designated duty station on this contract.
<b>EOIR</b>	Executive Office of Immigration Review - An agency of DOJ.
<b>EPSPC</b>	El Paso Service Processing Center
<b>ERO</b>	Enforcement and Removal Operations
<b>FAR</b>	Federal Acquisition Regulation
<b>FBI</b>	Federal Bureau of Investigation
<b>FCC</b>	Federal Communications Commission
<b>FDA</b>	Food and Drug Administration
<b>FEMA</b>	Federal Emergency Management Agency
<b>FIFO</b>	First-In-First-Out
<b>First Aid</b>	Health care for a condition that requires immediate assistance from an individual trained in first aid care and the use of the facility's first aid kits.
<b>FMCSA</b>	Federal Motor Carrier Safety Administration
<b>FPOA</b>	Follow-on Plan of Action
<b>FSPC</b>	Florence Service Processing Center
<b>G-589</b>	Receipt used to accept valuables and to document property (money, checks, money orders, etc.).
<b>GAO</b>	Government Accountability Office
<b>Government</b>	Refers to the United States Government.
<b>GPS</b>	Global Precision Systems, LLC
<b>Grievance</b>	A written complaint filed by a detainee concerning personal health/welfare or the operation and services of the facility.
<b>HACCP</b>	Hazard Analysis and Critical Control Point - HACCP is a management system in which food safety is addressed through the analysis and control of biological, chemical, and physical hazards from raw material production, procurement and handling, to manufacturing, distribution and consumption of the finished product.
<b>Health Authority</b>	The physician, health administrator, or agency on-site that is responsible for health care services pursuant to a written agreement, contract, or job description.
<b>Health Care</b>	The action taken, preventive and therapeutic, to provide for the physical and mental well-being of the detainee population.
<b>Health Care Personnel</b>	Duly licensed individuals whose primary duties are to provide health services to detainees in keeping with their respective levels of health care training or experience.
<b>HR</b>	Human Resources
<b>HU</b>	Health Unit - The physical area in the facility and organizational unit set-aside for routine health care and sick call. The HU is the designated part of the facility for the delivery of care to detainees on an ambulatory or observation basis.
<b>ICE</b>	Immigration and Customs Enforcement - A law enforcement agency with the U.S. Department of Homeland Security.
<b>ICE Officer</b>	ICE Officers such as Supervisory Detention and Deportation Officer (SDDO), Supervisory Immigration Enforcement Agent (SIEA), Immigration Enforcement Agent

	(IEA), Deportation Officer (DO), or other Government personnel.
<b>ICS</b>	Incident Command System
<b>ID</b>	Identification
<b>IDENT</b>	Automated Biometric Identification System
<b>IDP</b>	Institution Disciplinary Panel
<b>IEA</b>	Immigration Enforcement Agent
<b>IFOU</b>	ICE Flight Operations Unit - ICE prisoner transportation system.
<b>IHSC</b>	ICE Health Services Corp (formerly Division of Immigration Health Services or DIHS) - A unit which oversees medical care and public health services to detained aliens in the custody of ICE, serves as the medical authority for ICE on a wide range of medical issues, including the agency's comprehensive detainee health care program, and, when necessary, authorizes and pays for off-site specialty and emergency care, consultations, and case management.
<b>Incident Report</b>	A written document reporting an event (e.g., minor disturbances, Officer misconduct, any detainee rule infraction).
<b>IT</b>	Information Technology
<b>JPATS</b>	Justice Prisoner and Alien Transportation System
<b>Juvenile Detainee</b>	Any detainee under the age of eighteen (18) years unless the juvenile has been determined to be emancipated in an appropriate state judicial proceeding, or is an individual who has been incarcerated due to a conviction for a criminal offense as an adult.
<b>Lethal or Deadly Force</b>	The force a person uses with the purpose of causing or knowingly creating a substantial risk of causing death or serious bodily harm.
<b>Life Safety Code</b>	A manual published by the National Fire Protection Association (NFPA) specifying minimum standards for fire safety necessary in the public interest.
<b>Log Book</b>	The official record of post operations and inspections.
<b>M</b>	Meets
<b>Man-hour</b>	Man-hour means productive hours when the required services are performed. Only productive hours can be billed and invoiced.
<b>Medical Screening</b>	A system of structured observation/initial health assessment of newly arrived detainees performed within the first 24 hours of arrival.
<b>Meet and Greet</b>	Function fulfilled by Transportation Officers that involves meeting a detainee as they arrive via a commercial air carrier at the airport. Detainees are shackled and the appropriate paperwork completed upon transfer to the ICE Contractor and moved to the appropriate vehicle for transport.
<b>MSDS</b>	Material Safety Data Sheets
<b>NCCHC</b>	National Commission on Correctional Health Care
<b>NFPA</b>	National Fire Protection Association
<b>NIMS</b>	National Incident Management System
<b>Non-Contact Visitation</b>	Visitation that restricts detainees from having physical contact with visitors using physical barriers such as screens and/or glass. Voice communications between the parties are typically accomplished with telephones or speakers.
<b>Non-Deadly Force</b>	The force a person uses with the purpose of not causing or which would not create a substantial risk of causing death or serious bodily harm.
<b>Non-Mexican National</b>	Individuals with citizenship from any country other than Mexico.
<b>NRA</b>	National Rifle Association
<b>NTA</b>	Notice to Appear
<b>OJT</b>	On the Job Training
<b>On-Call Post</b>	Posts called as necessary by the COR. These posts are not permanent and shall include such duties as guarding detainees while awaiting hearings, consular interviews, ICE interviews, awaiting arrival or departure of FOU other aircrafts or vessels, and any other location requested by the COR.



<b>OPR-PSU</b>	Office of Professional Responsibility, Personnel Security Unit - The office in ICE which implements a component-wide personnel security program.
<b>OSHA</b>	Occupational Safety and Health Administration
<b>Pat Down Search</b>	A quick patting of the detainee's outer clothing to determine the presence of contraband.
<b>PBNDs</b>	Performance-Based National Detention Standards (PBNDs 2011) - ICE Standard PBNDs 2011, applicable to this contract.
<b>PCI</b>	Payment Card Industry
<b>PHS</b>	Public Health Service - An agency of the United States Department of Health and Human Services.
<b>Physician</b>	An authorized practitioner who is a graduate from a recognized college of medicine or osteopathy and licensed by the appropriate state board.
<b>PIDC</b>	Port Isabel Detention Center
<b>PM</b>	Project Manager – Contractor employee responsible for on-site supervision of all Contractor employees, with the authority to act on behalf of the Contractor. The Project Manager cannot simultaneously serve in the role of manager and Detention Officer or Supervisory Detention Officer.
<b>POA</b>	Plan of Action
<b>POC</b>	Point of Contact
<b>Policy</b>	A definite written course or method of action, which guides and determines present and future decisions and actions.
<b>POS</b>	Point-of-Sale
<b>Post Orders</b>	Refers to general policies and procedures used for specific posts throughout a detention facility.
<b>PPE</b>	Personal Protective Equipment
<b>PQS</b>	Personnel Qualifications Standards
<b>PREA</b>	Prison Rape Elimination Act
<b>Preventive Maintenance</b>	A system designed to enhance the longevity and/or usefulness of buildings and equipment in accordance with a planned schedule.
<b>Procedure</b>	The detailed and sequential actions that must be executed to ensure that a policy is implemented. It is the method of performing an operation or a manner of proceeding on a course of action. It differs from a policy in that it directs action required to perform a specific task within the guidelines of that policy.
<b>Productive Hours</b>	These are hours when the required services are performed and can be billed.
<b>Proposal</b>	The written plan submitted by the Contractor for consideration by ICE in response to the Request for Proposal (RFP).
<b>PRS</b>	Performance Requirements Summary - A condensed listing of tasks, standards, acceptable quality level, and relative value of the services required by the SOO. The PRS identifies the essential service outputs of the contract that will be evaluated by the Government to assure the Contractor meets contract performance standards. The PRS is used to calculate invoice deductions or withholdings.
<b>PSA</b>	Prevention of Sexual Assault
<b>PWS</b>	Performance Work Statement - A statement of work for performance-based acquisitions that describes the required results in clear, specific, and objective terms with measurable outcomes.
<b>QA/QC</b>	Quality Assurance/Quality Control
<b>QASP</b>	Quality Assurance Surveillance Plan - An organized written document prepared and used by the Government to assure requirements of the PWS are met. The document contains the Government specific methods, sampling guides, and checklists used in determining whether the Contractor-provided service meets quantity, quality, timeliness, effectiveness, and cost standards.
<b>QC</b>	Quality Control - The Contractor's inspection system, which covers all the services to be performed under the contract. The actions that a Contractor takes to control the

	production of services so that they meet the requirements stated in the contract.
<b>QCM</b>	Quality Control Manager
<b>QCP</b>	Quality Control Plan - A Contractor-produced document that addresses critical operational performance standards for services provided.
<b>Quality Assurance</b>	The actions taken by the Government and/or the Contractor to assure requirements of the Performance Work Statement (PWS) are met.
<b>RD</b>	Registered Dietician
<b>RDA</b>	Recommended Daily Allowance
<b>Restraint Equipment</b>	This includes but is not limited to handcuffs, belly chains, leg irons, strait jackets, flexi-cuffs, soft (leather) cuffs, and leg weights.
<b>RFP</b>	Request for Proposals
<b>S&amp;W</b>	Smith & Wesson
<b>Safety Equipment</b>	Firefighting equipment, including, but not limited to, chemical fire extinguishers, hoses, nozzles, water supplies, alarm systems, first aid kits, and stretchers.
<b>Sally Port</b>	An enclosure situated either in the perimeter wall or fence to the facility or within the interior of the facility, containing gates or doors at both ends, only one of which opens at a time. This method of entry and exit ensures there shall be no breach in the perimeter or interior security of the facility.
<b>SBA</b>	Small Business Administration
<b>SCA</b>	Service Contract Act
<b>SDDO</b>	Supervisory Detention and Deportation Officer
<b>SDS</b>	Safety Data Sheets
<b>SEN</b>	Significant Event Notification Report - An electronic reporting system that documents a special event (e.g., the use of force, use of chemical agents, discharge of firearms).
<b>Sensitive Information</b>	Any information which could affect the national interest, law enforcement activities, the conduct of federal programs, or the privacy to which individuals are entitled under Title 5, U.S. Code, Section 552a. All Detainee records are considered sensitive information.
<b>Shift Captain/Commander</b>	Used interchangeably; the contractor's senior uniformed Supervisor on shift
<b>SHU</b>	Special Housing Unit - The space set aside within the facility for administrative or disciplinary segregation.
<b>Sick Call</b>	A system through which a detainee reports and receives individualized and appropriate medical services for non-emergency illness or injury.
<b>SIEA</b>	Supervisory Immigration Enforcement Agent
<b>SOO</b>	Statement of Objectives
<b>SOW</b>	Statement of Work
<b>SPC</b>	Service Processing Center - Refers to ICE-owned and operated facilities for housing detainees.
<b>SSOP</b>	Sanitation Standard Operating Procedures
<b>Standards for Health Services in Jails</b>	Publication of the National Commission on Correctional Health Care (NCCHC) (latest edition).
<b>Strip Search</b>	An examination of a detainee's naked body for weapons, contraband, and physical abnormalities. This also includes a thorough search of all of the individual's clothing while not being worn.
<b>Suitability Check</b>	Security clearance process for all Contractor Employees to determine suitability to work.
<b>TCJS</b>	Texas Commission on Jail Standards
<b>TCOLE</b>	Texas Commission on Law Enforcement
<b>TO</b>	Transportation Officer – A contractor detention Transportation Officer
<b>Tour of Duty</b>	No more than 12 hours in any 24-hour period with a minimum of eight (8) hours off between shifts.
<b>Training</b>	An organized, planned, and evaluated activity designed to achieve specific learning objectives. Training may occur on site, in an academy or training center, at an



	institution of higher learning, through contract services, at professional meetings, or through closely supervised on the job training. Meetings of professional associations are considered training when there is clear evidence of the above elements.
<b>Transportation Costs</b>	Cost inclusive of labor, equipment, supervision, management, training, licensing, certification, supplies, and materials necessary to respond to requests by designated officials for movement of detainees from place to place necessary for processing, hearing, interviews, or other situations as determined by the COR or designated official.
<b>TTP</b>	Tactics Techniques and Procedures
<b>Tx or TX</b>	The State of Texas
<b>TxDPS</b>	Texas Department of Public Safety
<b>TxDPS PSB</b>	Texas Department of Public Safety's Private Security Board
<b>UDC</b>	Unit Disciplinary Committee
<b>UGSOA</b>	United Government Security Officers of America
<b>USDA</b>	United States Department of Agriculture
<b>USMS</b>	United States Marshals Service
<b>VFDF</b>	Varick Federal Detention Facility
<b>VP</b>	Vice President
<b>Weapons</b>	This includes, but is not limited to, firearms, ammunition, knives, expandable batons, electronic defense modules, chemical weapons, and nightsticks.
<b>X-Ray Search</b>	A photographic search by use of x-rays.

## 5.6 REQUIREMENT (C6)

### 5.6.1 Transition Period (C6.1)

Team GPS is fully prepared to achieve transition of the EPSPC, including Detention Management, Transportation, Commissary and Food Services within the 60 days provided in the RFP. Exhibit 1 summarizes our Management Team’s transition record for **seven previously transitioned DHS-ICE facilities contracts, three of which required 30 days to transition**. We have fully analyzed the staffing requirements in the RFP and will be able to convert the newly established non-Detention Officer positions for Communications Control Specialists, Property/Supply Specialists and ACA Compliance Staff. We maintain a close relationship with the local Texas Workforce Commission and Veteran’s Administration offices in the area, and have created an effective pipeline for new hiring.

**Exhibit 1: Transition Record**

Client	Location	Staffing	Requirements	Transition Period	Transition Date
DHS-ICE	PIDC	189	Detention Management, Supervision and Guard Services	15 Days	2001
DHS-ICE	BFDF	175	Detention Management	45 Days	2003
DHS-ICE	VFDF	208	Detention Management, Transportation	90 Days	2007
DHS-ICE	PIDC	475	Detention Management, Food Service, Transportation	30 Days	2008
DHS-ICE	ECSPC	390	Detention Management, Food Service, Transportation	30 Days	2009
DHS-ICE	FSPC	438	Detention Management, Food Service, Transportation	30 Days	2009
DHS-ICE	PIDC	500	Detention Management, Transportation, Food Service, Commissary	52 Days	2014-15

*The Transition Plan is presented in Section 7, Factor 1: Subfactor 3 of this document.*

### 5.6.2 Detention Management Services (C6.2)

Team GPS emphasizes safety, standards compliance, and quality in performing all daily activities associated with administration and operation of ICE Detention Facilities and will do so at EPSPC. We adhere to PBNDS and ACA Standards and ICE directives in the conduct of daily operations. *(Note: Where “PBNDS” appears herein, we are referring to the 2011 revision and including the 2013 “errata” document and imply compliance with “Optimal Standards” insofar as the facility infrastructure will permit, per Attachment 12. Where the word “Standards” appears herein without listing specifics, we are referring to the standards listed in RFP paragraph C.23, as applicable to the context of the text.)*

**Specifically, Team GPS will:**

- a. Perform services in accordance with PBNDS, ACA Standards and Supplements, Prison Rape Elimination Act (PREA), Standards for Health Services in Jails, National Commission on Correctional Health Care, ICE Health Service Corps Directives, ICE/Facility Management Directives and Emergency Plans, OSHA, USDA, and FDA Regulations, and the National Fire Protection Association Life Safety Code. We will ensure compliance through meticulous implementation and daily execution of our



- Quality Assurance Inspection Program. Daily, our *independent third party* Quality Assurance Team will monitor operations, inspect logs and records, collect and collate statistical data for inspection purposes, test Officers on the job and ensure through their inspections that performance objectives are met according to standards.
- b. Provide a highly functional, innovative detention management system that provides the ability to retrieve and disseminate critical and operationally sensitive information anytime, anywhere from a secure system. Our Detention Intelligence & Management Efficiency System (DIMES™) allows Team GPS and ICE personnel to access reports, metrics, deliverables, plans, and schedules via its secure, cloud-based platform, via its iDash module while the iTrack module monitors the location of both detainees and Detention Officers in real time.
  - c. Provide highly trained Detention and Transportation Officers who are qualified and properly licensed and equipped to fulfill their assigned functions. Our Training Program provides all PBNDS/ACA/PREA required training topics and its effectiveness has been tested in five separate ICE detention facilities over the past 14 years. We have developed a comprehensive training program for EPSPC that will meet the requirements for basic, on-the-job, and “detainees with special needs” training for newly hired Officers. We have also devised specialized OJT programs for Communications Control Specialists, Property/Supply Specialists, Supervisors, Armed Guards, Transportation Officers and Detention Officers. We provide 40 hours ACA training, 54 to 90 hours Basic Training, 40 to 60 hours OJT and 40 hours Refresher Training at all of our current contract sites. For this contract, we will provide training as noted in Section 5, Factor 1: Subfactor 1, Paragraph 5.16 of this document.
  - d. Conduct independent pre-screening background checks to ensure applicants processed via e-QIP are fully eligible for employment.
  - e. Closely monitor our Officer’s daily performance and provide discipline and remedial instruction, as necessary, to improve staff effectiveness.
  - f. Provide accountability for detainees at all times while in our custody.
  - g. Provide armed Officers for the Mattox Gate, Main Gate, Executive Office of Immigration Review (EOIR) Lobby, Airport/IAO and transportation posts.
  - h. Provide gender appropriate staff as necessary.
  - i. Provide stationary detention services (“on demand guards”) including escorts/guards for hospitalized detainees, and those attending outside medical and court appointments, and supervision of juvenile/family hotel stays when so ordered by the COR. We have developed specific post orders for “off-site” custody situations and our Officers are specifically briefed on such requirements by their Supervisor prior to being posted.
  - j. Ensure that staff assigned to these functions are fully familiar with post orders and any special directives issued by ICE.
  - k. Provide constant surveillance of all detainees in our custody at EPSPC, while in transport and at other designated locations. Team GPS will provide appropriate staffing and technology on a daily basis to closely supervise detainee activities. Post Officers will be guided by post orders based on PBNDS/ACA standards, their



training, and their Supervisors in execution of their duties, while observed by quality monitors.

- l. Provide detainee records keeping and property/funds accountability. Team GPS staff will document each detainee processed in/out of the facility in accordance with PBNDS/ACA requirements, ICE policy and local procedures; detainee property and funds will be inventoried with appropriate documentation and receipts, and safeguarded against loss, while at EPSPC and during transport. Detainee supplies will be controlled, issued as necessary, and frequently inventoried.
- m. Contracting Officer ordered augmentation of services. When required by the Contracting Officer, Team GPS staff will provide enhanced services for security, detainee monitoring, visitation, contraband control and other services. Should the population of EPSPC increase, Team GPS will be prepared to augment services by providing additional “on demand” either within or outside of the facility. Should an evacuation be necessary, we will provide transportation assistance up to our full capacity of vehicles and Transportation Officers, and operate ICE vehicles if so directed by ICE. Due to our employment of “floater” employees with no set schedules, Team GPS is able to provide additional “on demand” guard staffing without the lengthy process of “new hiring” to meet both emergent contingencies and daily post coverage.
- n. Provide office equipment/supplies. Team GPS will provide all required office equipment and supplies necessary to manage the contract. We have arranged to lease the same off site office and parking facility used by the incumbent contractor.
- o. Provide physical security of Government property. In addition to our detention responsibilities with respect to the prevention of escapes, Team GPS will provide Officers, such as gate guards and lobby Officers to prevent unauthorized access to the facility and unauthorized removal of Government property. Outgoing and incoming vehicles, deliveries, parcels and packages will be inspected per local policies; hand carried items will be X-rayed, and physical searches and walk through metal detectors shall be utilized to prevent the introduction of contraband.
- p. Provide various Post Officers to control detainee and visitor traffic throughout the facility. These Officers, coupled with remote surveillance observers in the Control Center will coordinate movements to prevent incidents and ensure orderly conduct. We will utilize “line of sight” physical surveillance over detainee traffic within the facility, as well as providing physical escorts. We are providing sufficient staffing to meet recreation, visitation and law library PBNDS “Optimal” standards per Attachment 12 to the RFP.
- q. Provide Training, Post Orders, and an Employee Handbook to ensure staff awareness of duties and responsibilities. Training is an ongoing function of our training department, quality assurance staff, and Supervisors. Training (including Basic, OJT, Transport OJT, Annual Refresher, Quarterly Firearms Recertification, Interactive etc.) will comply with contract and state requirements for security guard licensing and firearms. Our Post Orders are based on PBNDS/ACA compliance requirements and Officers are required to read and sign an acknowledgement of their post orders each time they assume a post. Our Employee Handbook specifically discusses company standards of performance and our progressive disciplinary system.



- r. Report all breaches of security and incidents. Team GPS Officers are trained to immediately report security violations committed either by detainees, visitors or other Officers. Supervisors coordinate the collection of reports and witness statements for any incident occurring and Team GPS conducts its own internal investigation for causative factors, reporting our findings to the COR.
- s. Provide appropriate firearms, intermediate non-lethal weapons (collapsible batons) and body armor. We will provide individual semi-automatic pistols for Armed Supervisors, Armed Detention Officers, Transport/Airport Supervisors and Armed Transportation and Airport Officers. Issued body armor will meet the RFP requirement for Level IIIA protection. We have specific policies in place for firearms with respect to their storage, handling, cleaning and maintenance and use of force that comply with ICE policies.
- t. Provide Disturbance Control Team (DCT), DCT equipment, and Riot Gear (to equip 30% of our Detention Officer staff).
- u. Provide adequate supervision of our Detention Officers. Supervisors are assigned specific functional areas to supervise and are responsible for all staff performing duties within those functional areas. Team GPS Supervisors are in a constant “Quality Assurance mode” and are required to physically inspect each post each shift and to file “post inspection” reports to document these inspections.
- v. Provide transportation to various destinations ordered by the COR consistent with RFP paragraph C6.3.2 and our staffing proposal.
- w. Provide a cashless mobile Commissary, detainee funds payroll, and other advanced systems via the Team GPS subcontractor, Trinity Group.
- x. Provide Detainee Voluntary Work program; provide daily payments to detainees via deposits to commissary accounts.
- y. Provide experienced Food Service staff with appropriate culinary skills for institutional food service via the Team GPS subcontractor, Trinity Group. We have recruited the current EPSPC Food Service Manager in order to maintain continuity of service.
- z. Provide detainee laundry supervision and distribute clean linens, clothing, and personal hygiene products provided by ICE to the detainee population. Team GPS supervises detainee voluntary work program participants in the laundry facility and ensures linen and clothing exchanges per local ICE and PBNDS/ACA policies.

#### **5.6.2.1 Detention Site Standards (C6.2.1)**

Team GPS will provide services based on compliance with PBNDS, ACA, and PREA Standards and Supplements thereto, Health Services in Jails, National Commission on Correctional Health Care, and state and local laws governing licensing and firearms. To the extent that facility infrastructure permits (as described in Attachment 12), we will comply with PBNDS “Optimal” standards. We understand that ICE is responsible for infrastructure compliance.

Team GPS will staff the facility to meet PBNDS standards for recreation, visitation, and law library availability through controlling the schedule of daily events and providing appropriate staffing. We will work closely with ICE facility leadership in this endeavor, and we have provided staffing for standards achievement in Section 8, Factor 1: Subfactor 4 - Staffing Plan.



Team GPS has implemented PBNDS “Optimal Standards” at PIDC, ECSPC, and FSPC. In order to meet these standards, we first studied the physical aspects of each facility (such as law library seating, visitation area seating, recreation area capacity) to determine the best method/approach to adjusting the facility daily routine to meet the new standards. Due to the various classifications of detainees involved, we had to be mindful of what “mixes” of detainees were viable/permissible under PBNDS, especially in recreation and law library use settings. By thoroughly examining how we used our “time”, we were able to adjust the daily routine schedules to increase available recreation, visitation, and law library utilization time to meet the new standards by creating a second 2 hour recreation period per day, establishing evening visitation, and by increasing the library hours accordingly. (In this instance, we will comply with “Optimal” Standards per RFP Attachment 12.)

- a. We will manage an aggressive Fire Prevention Program based on PBNDS 1.1 “Emergency Plans”, ACA Standards 4-ALDF-1C-01, 1C-02, 1C03, 1C-04, 1C-05, and 1C-06 and Facility Policies and Procedures/Emergency Plans.
- b. Team GPS’ management team has managed the Fire Prevention Plan at FSPC, PIDC and ECSPC. Officers are expected to maintain constant vigilance in the performance of their post routines to ensure that exits remain unimpeded, trash is disposed of properly, and that incendiary contraband (such as matches) is not introduced into the facility. We will conduct frequent and random shakedowns of housing areas to ensure such contraband is not present. Emergency Plans are included in our basic training syllabus, our refresher training syllabus, and discussed as “safety tips” during shift musters. We “walk” our trainees through evacuation of building procedures to ensure each knows how to exit properly and how to remain calm while ensuring detainees under their charge are evacuated under control. With the Facility Director’s permission (and the COR’s concurrence), we will provide quarterly building evacuation drills.
- c. Our Supervisors are required to personally conduct a thorough inspection of their assigned areas (such as housing units) at least once per shift to ensure that emergency equipment (such as fire extinguishers) has not been tampered with and that, in the case of fire extinguishers, the check tags are current. Supervisors also check for accumulated debris, excessive dust and any other possibly combustible material that may be present. Each Post Officer is also responsible for conducting a similar inspection at least once per shift and both the Supervisor and the Officer log completion in the post log book. Any defective equipment is immediately reported to the COR and a work request is generated by the Supervisor and monitored for completion by the Shift Captain in an “outstanding work request” binder. These binders are checked - shift by shift - by the Shift Captain assuming the watch. If a work request has not been completed within 48 hours, an additional report is filed with the COR.

*5.6.2.1.1. Not Used in the SOO*



*5.6.2.1.2. Quality Control Standards Compliance (QCSC) and  
Occupational Safety and Health Management Services (C6.2.1.2)*

**The Team GPS philosophy is that EVERYONE is responsible for Quality Assurance/Control**

Team GPS' primary Quality Assurance Team consists of the Quality Assurance Manager, Q/A Officer, the ACA Compliance Officers and all Managers and Supervisors. Team GPS' Subcontractor, Argos Security, LLC (Argos), will provide the Quality Assurance Manager and Q/A Officer positions to enhance the integrity of the program. Argos is a Service Disabled Veteran Owned small disadvantaged business that will administer and monitor Quality Assurance/Quality Control (QA/QC) Program Functions. The company is based in Corpus Christi, Texas. Argos has subcontracted with Asset, Team GPS' primary subcontractor, for Quality Assurance on Asset's prime contracts for ECSPC and FSPC, and Asset's subcontracts for PIDC. Argos also has a close working relationship with the GPS management team through their previous work at PIDC, ECSPC, and FSPC. The QA/QC Team is augmented by Corporate Staff who conduct bi-monthly QA/QC audits and daily by various managers and Supervisors who conduct continuous surveillance and inspection of our detention, food service and transportation staff. Trinity corporate staff will conduct no less than quarterly site audits; however, Argos, GPS and Asset corporate staff will also audit food service functions during their site visits.

Team GPS has been highly instrumental in assisting ICE in maintaining ACA Accreditation at four ICE Detention Facilities including PIDC, ECSPC, FSPC, and BFDF. **In 2005, PIDC attained its initial accreditation while Asset was the Prime Contractor, and in 2011 and 2014, PIDC was reaccredited (while Asset was a Subcontractor) with an exceptional score of 99.64%. In 2015 FSPC was reaccredited with a score of 99.3%. In 2013, ECSPC was reaccredited with a score of 99.6%** (The only discrepancies at these facilities were attributable to infrastructure.) GPS' management team of Daniel Graham and Krystal Nelson oversaw the operations of the Prime Contractor at PIDC and subcontractors at ECSPC and FSPC and were instrumental in the high standards and exceptional accreditation scores. They will reprise this role at EPSPC.

As Team GPS, and individually, GPS, Asset, Argos and Trinity have a comprehensive understanding of ACA standards, policies, and procedures which will be diligently applied at the EPSPC facility by all staff.

In compliance with PBNDS/ACA standards, the Team GPS QA/QC Program focuses on the expected outcomes. To achieve expected outcomes, we devise appropriate procedures and then provide training to staff in these procedures, as well provide quality assurance oversight, and Supervisory controls. Such process analysis is critical, as PBNDS/ACA standards are more than a set of directives, and the contractor must understand how each individual task we undertake is interactive with other tasking within the facility. All must be orchestrated carefully to achieve the overall desired outcome: A safe, secure facility that provides humane treatment to detainees while accomplishing the overall ERO mission as it applies to detention facilities. To achieve standards compliance, Team GPS employs the following methods:

- a. Standards compliance is measured by our QA/QC Team as it conducts required quality inspections on a daily basis utilizing ICE and Team GPS developed



- supplemental monitoring tools to inspect each function we perform. This ensures standardization and consistency of evaluation. Additionally, during daily post checks, Supervisors quiz our Officers regarding their knowledge of security, safety requirements, emergency response, and functional procedures, documenting the results on a tailored post check form. Quality Assurance findings are then reviewed by our Training Officer for incorporation into our Training Program.
- b. During bi-monthly corporate Quality Assurance reviews conducted on site, our corporate auditors (GPS/Asset) review the Quality Assurance Manager's findings on a spot-check basis, and conduct interviews with various facility staff to measure customer satisfaction with our performance and compliance with standards and contract requirements. Team GPS teammate Argos will also conduct onsite bi-monthly QA/QC program reviews, alternating with GPS/Asset corporate staff, to provide monthly QA/QC corporate audit coverage.
  - c. We also closely monitor compliance with U.S. Department of Transportation (DOT) and Texas State Department of Transportation (TXDOT) regulations through the maintenance of driver records that track driving hours, Commercial Driver's License (CDL) licensure, annual road tests, and bi-annual DOT physicals and random drug and alcohol screening; and vehicle records that track all required preventive and emergent maintenance requirements, and mileage. We utilize a nationally recognized Global Positioning System tracking service that not only provides the physical location tracking of vehicles but also has the capability to track drivers' "hours of service".
  - d. Team GPS teammate Argos' Quality Assurance Manager and Q/A Officer will continuously collect data and conduct performance monitoring of daily activities. The Quality Assurance Manager and Q/A Officer will be instrumental in our successful efforts to ensure PBNDS and ACA standards are met resulting in continuing ACA Accreditation of the facility. We will provide our management team with individual ACA memberships and enable them to attend ACA conferences as necessary to enhance their professional knowledge. Through consistent and accurate data collection of the various data points inspected by ACA Inspectors, we will be able to produce all records data required for inspection purposes.
  - e. Team GPS management team and our teammates have been successful in complying with PBNDS, achieving 100% scores at PIDC, ECSPC and FSPC in our most recent audits. We train our staff to provide services at the "expected outcome" level, and our Quality Assurance Plan is specifically tailored to measure every aspect of PBNDS compliance. Our Managers and Supervisors are also specifically trained in PBNDS requirements to ensure all services provided are done so according to the standards.

### **GPS's philosophy is that EVERYONE is responsible for Safety**

Team GPS will provide an OSHA-Certified full time Safety & Environmental Health Manager. This manager will be tasked with ensuring Team GPS complies with OSHA work place safety regulations and will conduct continuous inspections of the facility to ensure compliance. Required inspections and frequencies are listed in our QCP in Section 6, Factor 1: Subfactor 2 of this document. The Quality Assurance Manager and Q/A Officer, as well as all other managers, Supervisors and Officers work together to ensure EPSPC detention operations are conducted in



the safest manner possible through constant physical inspection of the facility. Our Training Staff emphasizes safety in all training presentations, and we provide proprietary *SAFE TRAIN* pocket cards to our staff during daily staff briefings (shift musters). Our *SAFE TRAIN* cards provide staff with specific safety information regarding various evolutions conducted within the facility, and Officers are verbally “tested” on their content during daily Supervisory post inspections. (Note: *SAFE TRAIN* cards do not contain any information which might be considered classified or for official use only.) An example follows:

Front	Back
<p><b>Prison Rape Elimination Act (PREA) Sexual Assault Prevention</b></p> <p><i>What can Staff do?</i></p> <ul style="list-style-type: none"> <li>• Know the detainee population. Look for warning signs and refer detainees in need or in distress to Mental Health Services.</li> <li>• Keep close tabs on those who meet the profile of victims or perpetrators.</li> <li>• Immediately report unusual and suspicious behavior to a Supervisor</li> <li>• Foster an environment of trust so that detainees feel staff will believe them and take action to protect them.</li> <li>• Vary the routine you use to conduct health and welfare checks.</li> <li>• Familiarize yourself with PREA procedures.</li> </ul>	<p><b>Staff Responsibilities for PREA</b></p> <p><b>Ask the detainee if he/she feels threatened intimidated, or if they feel/felt coerced into having or performing a sexual act.</b></p> <p><i>If the detainee answers yes to the above:</i></p> <ol style="list-style-type: none"> <li>1. <b>Immediately report</b> this to your Supervisor, using the appropriate radio code.</li> <li>2. <b>Separate the victim</b> from other detainees. Have the detainee escorted to Medical for treatment/evaluation.</li> <li>3. <b>Do not allow the victim</b> to wash, brush his/her teeth, shower or change clothing.</li> <li>4. <b>Do not leave the victim</b> alone.</li> <li>5. <b>Isolate suspects and secure the crime scene.</b></li> <li>6. Complete detailed incident report</li> <li>7. Remember all reports are confidential.</li> </ol>

#### 5.6.2.1.3. Communications Control Services (C6.2.1.3)

Professional Control Center operations are essential to daily management and supervision of EPSPC, but especially important during emergencies. GPS will provide highly experienced and qualified staff for Control Center operations. We recognize that these positions should not be interchangeable or rotational, but instead be staffed by highly trained and competent personnel who work well in high pressure situations. Staff selected for Communications Control Specialist positions will receive a specially tailored Initial and OJT training syllabus to enhance their effectiveness. Their Annual Refresher Training (ART) will also include refresher training in their particular job functions per PBNDS/ACA.

During Facility Counts, drills, and emergencies, Control Center Staff will be monitored by high level management to ensure operational control is maintained throughout.

#### 5.6.2.1.4. Management of Detainee Property and Supplies (C6.2.1.4)

Team GPS will provide a Detainee Supply Specialist and establish the Detainee Property/Supplies Management Program. The Property/Supply Technicians will work Monday through Friday during the day shift. We will provide a Property/Supply Technician on each shift 7 days per week, and these positions will not be filled by Detention Officers. All detainee property (including valuables and monies) will be appropriately receipted with copies provided to the detainee. These staff will also assist ICE in managing detainee supplies, ensuring supplies are maintained at levels directed by ICE. (It is our intent to replenish inventories using a “high level/low level” system, if one is not already in place.) Our Detainee Supply Specialist and



Property/Supply Technicians will conduct physical inventories, account for issues from inventory, verify receipts to inventory and place requisitions for various supplies required to support the detainee population. Additionally, these staff members will ensure discrepancy reports are filed whenever detected. Further, these staff will assist ICE in preparing budget forecasts for detainee consumable products. Property/Supply Technicians will receive specialized OJT prior to assignment to these positions.

With respect to detainee property and valuables, our staff will be trained to use ICE Property Forms to document all property and they will receive close supervision from our Processing Supervisor and other managers, who will conduct unannounced spot inventories of property, funds and supplies.

The Property Room and Supply Center will be managed in a manner to comply with OSHA and fire safety standards. Valuables will be secured in lockable containers/areas with a receipt provided to the detainee. US currency will be deposited in commissary accounts and all cash, including foreign money will be secured in the safe.

#### **5.6.2.2 Medical and Health Services (C6.2.2)**

Performance of services related to Medical and Health Services are governed by PBNDS 1.2 “Environmental Health & Safety,” 2.11 “Sexual Abuse and Assault Prevention and Intervention,” 4.2 “Hunger Strikes,” 4.6 “Significant Self-harm and Suicide Prevention and Intervention,” and 4.7 “Terminal Illness, Advance Directives and Death,” ACA Standards 4-ALDF-2A-15, 4C-01 through 4C-31, 4C-34 through 4C-41, 4D-01 through 4D-21, 4D-23 through 4D-28, 2A-45, 7D-25, and Medical Department and Facility Policies and Procedures.

Team GPS fully understands our role and relationship with the ICE Health Services Corp (IHSC) in facilitating medical care for detainees through:

- a. Ensuring that detainees are medically screened, cleared and placed in housing unit within 12 hours of arrival.
- b. Providing detainees the means and opportunity to request medical care.
- c. Providing detainee feedback to medical staff regarding quality of service provided.
- d. Closely observing detainees for behavior that reflects suicidal tendencies, victimization, or other mental impairment.
- e. Separating detainees from the general population who display signs of communicable disease.
- f. Transporting detainees to various outside clinics and hospitals and providing guard service at these locations.
- g. Providing security within medical spaces.
- h. Providing security for staff through the staffing of various posts within the medical spaces, such as wards, pill lines, access/entry/hold rooms, etc.
- i. Providing immediate first-aid/CPR and summoning medical responders in the event of detainee sudden illness/medical emergency.
- j. Ensuring that detainee living spaces are kept clean and free from pestilence and vermin through close supervision/enforcement of cleaning, housekeeping and hygienic policies.

Team GPS teammate Asset currently provides these services at PIDC and FSPC, and formerly at ECSPC, BFDF, and VFDF. In Section 8, Factor 1: Subfactor 4 of this document, we provide our



Staffing Plan identifying post staffing for positions within the Medical Department. These Officers will be trained to be especially diligent with regards to contraband and the disposal of “sharps” ensuring no detainee obtains such. Pat down searches will be conducted when detainees enter and leave the medical service areas.

Upon discovering or being alerted to a medical emergency, Team GPS Officers will notify their immediate on-duty supervisor by calling for “medical Assistance” and/or the equivalent EPSPC “10” code and report the location of the incident via hand held radio. This action will alert, and potentially cease all movement in the entire facility. Team GPS Staff will at all times be ready to escort the medical team to the incident in under 4 minutes. Upon arriving at the scene of the incident GPS staff will maintain a safe and secure environment and provide any assistance that is needed by the medical staff. Our Officers are trained in First Aid and CPR to provide initial assessment and response to medical emergencies. Team GPS staff will be trained in assessing and moving injured detainee and personnel using a variety of methods, such as the use of medical stretchers, wheel chairs, and emergency response carry techniques, such as the “two man” carry and “Fireman” carry for critical emergency situations.

Our Officers will all be trained in non-violent crisis intervention techniques and receive “detainees with special needs training” to enable them to recognize and respond to detainee’s exhibiting distress.

Housing unit Officers will inquire of their detainees as to whether they have a desire to go to medical/sick call on a daily basis. Should they desire, the detainee will be directed (and assisted when necessary) to place their name on the Sick-Call Call-Out List. The information will be transmitted to the Medical Department, and the detainee will be closely monitored while transiting to and from the Medical Department to ensure timely arrival within the Medical Department schedule. Emergency medical assistance will be summoned as necessary if the detainee is immobilized. Officers will be especially vigilant to ensure no contraband is acquired during the transit from the housing unit to medical and the return to the housing unit. Detainees will be pat searched prior to leaving their housing unit, upon arrival at the Medical Department, and when they return to their housing unit.

While detainees are in the medical areas, Officers assigned to these posts will maintain security surveillance and supervision. Detainees will be appropriately segregated by gender and classification. If necessary, in high traffic situations, Supervisors will temporarily assist the medical Detention Officers with supervision. We will assign a female Detention Officer to supervise female detainees within the medical areas.

We will ensure written instructions in both English and Spanish regarding access to medical care are posted in the housing units, and we will include this information during verbal and/or video detainee orientation briefings, if such are required by our staff. We will further provide assistance and instructions in personal hygiene, in addition to distributing hygiene products, provided by the Government, to detainees.

Team GPS Detention Staff are trained to be alert to changes in behavior, temperament, or physical aspect that may indicate illness, anger issues, frustration with circumstances, and potential for suicide. Through constant and proactive supervision of detainees throughout the facility, we will detect and report any observed behavior which may indicate a health issue promptly to the ICE Health Services Corp (IHSC) staff, and we will advise the Supervisory



Immigration Enforcement Agent (SIEA) on duty and the COR. If a detainee exhibits possible communicable disease or other physical/mental health problems, the individual will be segregated from other detainees pending physical evaluation, and evacuated from the housing unit, if so directed by the medical staff.

Supervisors will immediately notify the COR/SIEA of any indication or ideation of suicide or other dangerous behavior and take immediate action to reduce the potential for self-inflicted harm to the detainee or other detainees in the immediate proximity. Officers who observe such behavior are trained to notify their Supervisor by radio immediately, and then to take action to segregate the detainee from others while awaiting backup Officers' arrival.

Team GPS will utilize detainee request forms to communicate in writing to the Medical Department that a detainee has requested medical/dental services (sick call). If any complaints about the service provided are received, they will be forwarded to the COR/SIEA and the Medical Department for resolution/follow-up. Should services be delivered within the housing area, an Escort Officer will be provided to assist medical staff, while the housing unit Officer maintains his focus on his post duties.

On a daily basis, first aid kits located throughout the facility, will be checked for content and replenished as necessary with Government furnished items.

#### ***5.6.2.2.1. Hunger Strikes***

PBND 4.2 "Hunger Strikes," ACA Standards 4-ALDF-2A-52, 4D-15, and Facility Policies and Procedures provide guidance for hunger strikes.

Team GPS Detention Officers are trained to closely observe the eating habits of detainees and to report to the Medical Department, Facility Director, SIEA, COR and Project Manager any detainee who has not eaten in 72 hours. This is not to say that our Officers will not take note of a detainee's refusal to eat prior to the 72 hours passing; as they will note any detainee who fails to consume a regular meal. If a detainee skips a meal, our Officers will inquire concerning the reason and specifically ask if the detainee requires medical attention to address a disorder, if such is indicated by the detainee. A "Detainee Refusing to Eat" report is generated after each meal and submitted to ICE and Team GPS management.

If a detainee declares a hunger strike, the Shift Captain will immediately notify the Medical Department, Facility Director, SIEA, PM, and COR. We will maintain a chronological record of our interactions, to include the weighing of each meal, with the detainee regarding the hunger strike.

#### ***5.6.2.2.2. Personal Hygiene***

PBND 4.5 "Personal Hygiene," ACA Standards 4-ALDF-4B-01 through 4B-09, 6A-08, 6B-05 through 6B-08, and Facility Policies and Procedures provide guidance for the maintenance of detainee personal hygiene.

Team GPS will ensure that detainees are provided with clean linens, towels, uniforms and personal hygiene products on an established routine basis per the Facility Policies.

The necessity of maintaining personal hygiene will be communicated to detainees during process orientation. Detention Officers and Supervisors will conduct daily inspections of all living areas to ensure adequate sanitation levels are maintained.



#### **5.6.2.3 Detainee Telephone System (DTS) (C6.2.3)**

PBNDS 5.6 “Telephone Access” and ACA Standards 4-ALDF-2A-65, 2A-66, 5B-11, 5B-12, 6a-02, 6A-09 provide our guidance with respect to the DTS. GPS understands that a separately contracted vendor is responsible for providing the detainee telephone system. Our role is to ensure:

- a. Detainees have access to the system.
- b. Detainees understand how to use the system.
- c. Team GPS personnel perform daily inspections of the system for operability.
- d. Equipment is not damaged by providing Officer presence and surveillance.
- e. Detainees receive appropriate orientation/information concerning the telephone system.

Our Officers will report, via service request, any damaged or inoperable equipment to the COR; and will track the repair through our service request tickler system. As this action would indicate, we do not view our role as simply to observe and report deficiencies; but rather to assist the COR, by following up on repair and service requests until such are completed by maintaining a tickler of unresolved requests.

##### **5.6.2.3.1. Video Teleconferencing System (VTS) C.6.2.3.1)**

We will provide two VTS systems, with a total of six stations (one system in Processing and the other in EOIR building) to facilitate detainee/lawyer conferences and for other purposes as required.

#### **5.6.2.4 Disturbance Control Team (DCT) (C6.2.4)**

PBNDS 1.1 “Emergency Plans” provides for the establishment of the DCT. We provide fully trained DCTs and equip them with riot control gear including body armor, helmets, gas masks, neck, shoulder, thigh, knee, calf protectors, boots and gloves, as well as shields and batons. *We also equip them with protective biological contaminant suits which prevent exposure to blood-borne pathogens and bodily fluids.* All such equipment is approved by the COR before purchase. DCT gear will be stowed in individual gear bags, and labeled for the size of the gear. We will provide 15 sets of DCT gear for EPSPC DCT and an additional 83 sets to equip 30% of the remaining Detention Officer staff. Another 5 sets of DCT gear are kept for ACA Use of Force Training. In addition to the protective gear described above, we will provide flex-cuffs and other restraint devices including handcuffs, belly chains, leg irons and other COR approved devices/restraints. We will replace equipment that is damaged or gas mask canisters as they expire. We will also keep a ready supply of OC spray to equip the DCT and the 83 additional staff, should chemical response be authorized by the COR.



Team GPS’ management team has successfully conducted DCT training and operations at PIDC, ECSPC, FSPC, BFDF and VFDF throughout our tenure at these facilities, either in conjunction with ICE trainers or through utilization of our training staff independently.



Primary DCT members will attend initial training and 40 hours of annual DCT training (during one month of the year as designated by ICE) and up to 8 hours monthly training the other 11 months.

#### **5.6.2.5 Mobile Communication Plan for Detention Officers (C6.2.5)**

Team GPS will provide 165 hand-held radios for use within the facility. We also provide spare batteries for each radio and battery charging racks. We will provide our own frequencies under our Federal Communications Commission (FCC) license. We will provide 5 radios to ICE staff as necessary.

#### **5.6.2.6 ICE Detainees receiving Mental Healthcare Services (C6.2.6)**

Team GPS will ensure through training, that Officers assigned to supervise detainees are able to recognize signs of mental health problems. Our Officers will immediately report the known symptoms and/or behavior of the detainee to the Shift Supervisor who will then refer such individuals to IHSC for screening. Upon identifying and reporting the issue to Shift Supervisors and medical personnel and awaiting their arrival, Team GPS staff will make a determination on how to identify and handle cases, in which detainee may be exhibiting mental health problems. Team GPS staff will keep close observation on detainees who exhibit and display any mental health issues. In the event of an emergency during interaction with a detainee with signs of mental health issues, if assistance is needed the Officer will call for “assistance” or “10” code via hand held radio.

#### **5.6.2.7 Mobile Commissary (C6.2.7)**

We will stock and operate a “cashless” commissary, *at no cost to the Government*, and as a privilege to detainees who will have the opportunity to purchase from the commissary at least six days per week. No items prohibited by ICE policy will be provided. The commissary inventory shall be provided to the CO and COR and the ICE Officer in Charge upon request. We will assess sales tax only if required.

Revenues from commissary sales will be maintained in a separate account and not commingled with any other funds. Team GPS subcontractor Trinity’s Commissary Manager will audit sales and account for funds. If any profits are generated from sales, these profits will be deposited in the Detainee Health and Welfare Fund which we will manage and utilize to purchase items (approved by the COR) of benefit to the population.

Team GPS will offer the following minimum service at EPSPC:

**Trinity Take Out “Cart System”**: With the COR’s approval, Team GPS will offer Trinity’s cart service that can travel to each housing unit and have products available for purchase. The Commissary employee will use a “signature tablet” and point of sale (POS) software to handle transactions directly from the cart thus giving the detainee the benefit of immediate choice. The offering can consist of a large variety of items that are identified as best sellers at the facility, including specialty items, such as ice cream.

**Cash Funds at Release**: Team GPS will provide immediate cash availability to detainees being released from the facility whether as a result of the deportation process or court ordered release.

**Detainee Funds Payroll Processing**: The processing of payment to “work program” detainee participants can be processed through the detainee banking system and the funds can be



deposited directly into their detainee accounts. The detainee will be provided with a payment receipt and the funds held as all other personal cash.

**Canteen Manager®:** Canteen Manager is a Windows based detainee banking system and commissary management system that helps any facility operate more efficiently. Canteen Manager will simplify the process of charging for products and services, maintaining detainee balances, reconciling the checkbook and managing detainee receivables.

*The following are additional features and functions of Trinity's Commissary System; installation and utilization of these systems are dependent upon COR approval and facility infrastructure:*

**In-processing Kiosk (Booking Kiosk):** The in-processing kiosks will be placed throughout common access areas for detainees to deposit cash funds and/or credit card funds (if the facility desires), which are made readily available for use. This device removes staff from the cash handling business in the in-processing sections and thus reduces detainee grievances and/or lawsuits.

**Lobby Kiosks:** Kiosks accept cash and credit card deposits and allow friends and family to easily add funds to detainee trust accounts in the visitor lobby of any facility. Also full-cycle tracking of funds within the same system – Lobby Kiosk, web reporting, Canteen Manager – never lose track of funds.

**MyCarePack.com:** A unique resource that allows family and friends to order commissary items through a web-based shopping cart. MyCarePack can enforce facility-specific purchase restrictions as well as spending limits. Advanced fraud filter technology and full Payment Card Industry (PCI) compliance, ensures that the site stays reliable and secure. MyCarePack orders are packaged and shipped by Trinity using the same level of care and security that is used for every commissary order.

**Smart Deposit Online:** We understand that detainees are permitted to receive funds from outside sources (i.e., from family, friends, bank accounts). Smart Deposit Online allows friends and family to easily add funds to detainee trust accounts at MyCarePack.com and/or SmartDeposit.com. Deposits are posted within 15 minutes or less and with fast ACH transfers of the client's funds to the client's account.

Outside funds or those generated from work may be used to pay for products and services from the commissary. Detainee funds deposited to a commissary account in the detainee's name will be refunded to the detainee upon transfer. We do not intend to offer or deposit such funds in any interest bearing accounts.

**Smart Mail:** Team GPS is prepared to deploy Trinity's proprietary detainee electronic mail system: Smart Mail. The system attacks a major problem that exists in a lot of facilities, handling and processing traditional mailed letters to detainees, by eliminating them altogether. Smart Mail allows friends and family to send electronic mail messages to detainees. And, where our ASK Detainee Kiosk system is deployed (see following paragraph), detainees can receive messages directly to the kiosk. For security, Smart Mail calculates a score for each message, and each message is reviewed by an Officer. Once mail is approved, detainees view their mail on the ASK detainee kiosk system. Mail may also be printed and delivered to the detainee for non-ASK facilities.



**ASK System:** The ASK System from Trinity allows detainees to place commissary orders using a simple touch screen application. Snap-in modules include, general ledger (detainee fund history), Smart Mail, Facility Bulletins, PREA Compliance tool, Weekly/holiday commissary specials, direct detainee messaging from facility staff, Lexus Nexus, Grievance Tracker, Detainee Handbook, Request Tracker and others to create a comprehensive management tool. ASK allows the facility to effectively interact with detainees, minimize paperwork and save time. The kiosk becomes the source of information for the detainee, freeing Officers for higher priority duties. Control of information is done with simple-to-operate software tools that allow staff to track and respond efficiently and securely.

**Signature Capture:** Team GPS will deploy Trinity's custom tablet and software that securely allows detainees to review orders, approve deliveries and sign for their commissary orders in one simple and efficient step. These tablets are pre-loaded with the week's orders and signatures/receipts are downloaded to Trinity's Canteen Manager Software directly. This efficient system allows for credits of incorrect orders, damages etc. to be applied immediately. As a result, far fewer grievances and/or money search requests are initiated.

At the end of the contract period, or as directed by the COR, a check for any balance remaining in this account will be made payable to the *Treasury General Trust Fund* and given/transmitted to the CO. Systems installed in support of the Cashless system and commissary can be negotiated separately if the COR wishes to keep the systems in place.

#### ***5.6.2.7.1. Commissary Operations***

Team GPS will provide an on-site commissary operation for EPSPC, supported by an off-site Service Center. As an experienced national provider of commissary services to correctional facilities, Team GPS teammate Trinity brings expertise, state-of-the-art technology, and quality products to the facility.

Trinity places service to the client and the detainee population at the top of our operation plan. EPSPC expects and deserves a total commitment on the part of our staff to provide the best possible service, and we expect no less from our staff. Our competitors can certainly provide commissary services, but none of them can match our complete package of advanced technology, professional conduct, responsiveness, dedication, and a deep-seated desire to provide a commissary operation that is second to none in the industry. We encourage you to communicate with our references to confirm this standard of excellence.

Detainee commissary orders will be fulfilled from our Dallas TX Distribution Center. The location address is: 1517 W. North Carrier Parkway, STE 120, Grand Prairie, TX 75050

The order process begins with our detainee phone ordering system. We download the orders and pack them individually in a clear, plastic, heat-sealed, perforated bag. We place them in cardboard boxes by housing location and prepare for delivery.

Should ordering by phone not be available, Trinity staff will provide a stock of bubble forms, along with commissary menus, for the detainees to use in ordering commissary. On each housing location's designated commissary order days (6 days per week), GPS will pick up the completed forms and send them overnight, at Trinity's expense, to Trinity's distribution center.

Our proprietary software combines the scan file with the detainee balance file from the JMS system and generates the commissary orders/pick lists of eligible items. SWS does not allow any



detainee to order beyond their account balance and enforces the facility's set spending and quantity limits, as well as any medical and disciplinary restrictions. It also monitors indigent statuses and only allows detainees who meet the indigent criteria to order an indigent kit.

The completed order is placed in a sealed plastic bag and into a sealed box for security. The completed orders are shipped to you using one of Trinity's preferred shipping companies ensuring the orders continued security. This process ensures the facility and the detainee population protection from contraband.

**Order Processing.** Trinity's software will generate the Order Pick List, which also serves as the invoice that is signed by the detainee upon receipt of his/her commissary order.

Orders are assembled using zone-picking methods, designed to maximize efficiency and order accuracy, as well as, reduced product damage by enabling the packing of heavier items on the bottom. One person is assigned to a particular zone, which allows them to get to know all the items in their zone and increase their accuracy. Plus, the Order Pick List/Invoice display the ordered items in the same sequence as the zones—promoting efficiency and accuracy.

Each order contains a two-copy receipt that includes:

- a. Detainee's name, number, facility and cell location
- b. Delivery date
- c. Item description and quantity
- d. Item price, sales tax and total cost (sales tax is calculated, collected and remitted by Trinity)
- e. Detainee's account balance, both before and after sale
- f. Any items removed from the order, with the reason for removal (e.g. exceeds quantity allowed)

The invoices also have areas where information that needs to be shared with the detainees, such as menu changes, holiday item availability, and other commissary related data, can be printed. For larger communications to the detainee population, approved fliers can be added to each commissary order. The bagged orders are rechecked by the Production Line Checker and counted for number accuracy. The finished orders are clearly labeled, grouped by location, and packed for delivery.

**Delivery.** Each detainee is verified by their ID number to make sure that each order is delivered to the correct detainee. Detainees are given the opportunity to inspect and verify that all the items they ordered, have been delivered. They must sign a record of receipt.

**Quality and Inventory Control.** Each vendor delivery to our warehouse is compared to the packing slip to ensure all items are present and in good condition; only then is it entered into our SWS. We use the first in, first out system for all products and we never sell any item that is beyond its "Best by" date or is damaged in any way—thus preserving product freshness. It is the responsibility of our supervisor and all workers in the commissary to ensure that we never deviate from this policy. Products that are stale or damaged are accounted for and destroyed.

**Inventory.** We conduct weekly inventories of all products. Our software maintains a perpetual inventory, which is compared to the physical inventory. Moreover, it is the responsibility of our Regional Manager to spot-check the inventory during their periodic visits.



**Zero Contraband.** All products are ordered from established and approved suppliers. Trinity's Production Manager will check in each order to ensure not only that all ordered products have arrived, but also that all packaging is secure and intact. We have never had an incident of contraband, in any form, using this arrangement. It is very unlikely that a driver or vendor employee would be able to insert contraband into a load, since each pallet is broken down and the products inventoried—ensuring that nothing has been added or removed.

It is not feasible that contraband would enter the facility. Trinity staff follows the same entrance procedure as other contractors. Anyone who would bring unapproved product or substance into the facility is subject to revocation of their security clearance and termination of employment.

**Safety and Security.** Trinity stresses safety and security to all staff in our monthly training sessions. Our staff will observe all of the facility's security and safety policies and procedures during the delivery process and will follow any directives given to them by the facility's staff.

#### *5.6.2.7.2. Procedures Used for Return and Credit*

Team GPS is very conscious of the fact that the detainee expects and deserves quality products and service. If a product is damaged on receipt, the detainee returns it to the delivery person for a credit. All credits will be processed after the initial delivery is complete.

When a detainee is released, his/her undeliverable commissary order can be credited to his/her account and the remaining funds can be included on their Numi Debit Card. Or, within the facility's predefined timeframe, the commissary order can either be credited or claimed as belongings are claimed. Trinity will work with the facility to implement the most feasible option in handling commissary credits and returns for released detainees.

#### *5.6.2.7.3. Reporting*

The software also retains all historical records of commissary sales. Numerous reports can be generated including: sales analysis reports, product history reports, item analysis reports, inventory reports, and much more. Most reports are date driven and can be exported into Excel for ease of use. Trinity's general ledger format is specifically designed to comply with general accounting principles and maintains all reports in history. Trinity will provide any requested monthly reports with our invoicing.

#### *5.6.2.7.4. Emergency Contingency Plan*

In the event of a nature related emergency or disaster situation that prevents normal commissary functionality, we have warehouses throughout the country that can be called upon to provide support to the facility. All facility information (menu, pricing, restrictions) is maintained by Trinity and can be downloaded to any one of our distribution facilities in event of an emergency. The orders can be assembled and sent to our local commissary staff for distribution to the detainees—ensuring continued commissary service.

In the event of a local emergency, EPSPC operations will be handled by our closest distribution center in terms of both product and staff. Our staff is flexible and can meet revised delivery times if needed due to changing situations in an emergency and we maintain back up hardware for our equipment. We certainly do not foresee any situation that would require assistance to meet the proposed operations, but we are confident that we have the staff and the responsiveness needed to make sure our service is truly second to none.



#### **5.6.2.7.5. Product Selection and Pricing Philosophy**

Our product selections are based on our experience regarding the most popular and required products for detainee populations. We submit our Commissary Product List with the impression that we are establishing a partnership with EPSPC. Products can be added or deleted as needed prior to finalizing the menu. All products meet the standards for correctional facility sales and glass containers or products with alcohol are never sold.

We acknowledge that all products and pricing are solely determined by the EPSPC-designated representative. Moreover, we will maintain initial pricing for one year. At the end of the first year, we will conduct a survey of at least three convenience stores in the local area and provide this survey, along with any suggested price changes, for COR consideration. It is always our intention to offer quality products at fair pricing to the detainee population.

Additionally, we recommend that our Client Relations Manager and/or Regional Manager meet quarterly with the facility's contact to discuss our sales analysis for the quarter, to discuss slow selling items, and to recommend new items that sell well in other facilities. Again, the decision for any changes is solely the COR's.

#### **5.6.2.7.6. Procedures for Dealing with Complaints/Grievances**

Complaints will be directed to the Trinity manager, who will investigate, assess, and assign responsibility for resolution. The Manager will respond to the detainee or staff within 24 hours. Should the manager deem it prudent, he/she will visit with the detainee or staff to discuss the complaint and follow-up in writing. He or she will take immediate corrective action in resolving the complaint. A documented resolution will be issued within 24 hours. All facets (from issuance to resolution) of the complaint/grievance will be tracked, documented, and maintained in permanent records. The manager will not close the file until he/she has assessed the matter and determine that all corrective steps have been taken, all parties are informed, and the matter is resolved.

In order to address potential or resolve commissary product complaints quickly, our staff will have a container of back-up items with them during the delivery process so that missing or incorrect items can be easily provided or replaced at time of delivery. This process has proven to be very successful; detainee satisfaction increases and complaints/grievances decrease.

#### **5.6.2.8 Visitation (C6.2.8)**

PBNDS 5.7 "Visitation", ACA Standards 4-ALDF: 5B-01, 5B-02, 5B-03, 5B-04, 2A-21, 2A-27, 2A-61, 6A-06, 7B-03, 7C-02, 7F-05, 7F-06, and Facility Policies and Procedures provide guidance for the administration and supervision of the Detainee Visitation Program.

We have proposed Detention Officers on day **and** swing shifts, seven days per week in order to provide PBNDS "optimal" compliance. Visitation will be permitted during the hours published by the facility and include weekday evenings, as well as traditional weekends and holidays. We will provide Detention Officer Visitation supervision for no less than 3 hours per day on weekdays and no less than 7 hours per day on weekends, per RFP Attachment 12.

Team GPS will support the facility Detainee Visitation Program by providing supervision of visitors and detainees; while not interfering with the visit, we will ensure that contraband is not introduced into the facility during visits through close observation, and pat down searches of detainees. Visitors will be searched in the regular entrance routine.



We will enforce any facility policies regarding visitation procedures. In screening visitors, we shall require adequate identification and log their entry into the appropriate facility Log Books (such as lobby, general visitors, lawyer/consular visitors). We will visually inspect the content of any package or purse/hand carried item; and advise visitors to place their items in lockers provided.

We will prohibit the conveyance of any item directly to the detainee from visitors; instead, such items will be received, receipted for, and if approved, then delivered to the detainee. Items such as cash will be receipted for and placed in the detainee's account per facility directives.

If "contact" visits are allowed, detainees will be searched prior to entering the visitation area and upon departure to interdict contraband.

Violations of facility visitation rules and/or the discovery of contraband shall be reported immediately to the Shift Captain with a written Incident Report provided to the SIEA on duty and COR.

#### **5.6.2.9 Recreation (C6.2.9)**

PBNDS 5.4 "Recreation", ACA Standards 4-ALDF-5C-01, 5C-02, 5C-03, 5C-04, 2A-66, 5A-01, 6B-04, 7B-03, 7C-02, 7F-05, and Facility Policies and Procedures provide guidance for the administration and supervision of the Detainee Recreation Program.

Team GPS management, while managing other DHS-ICE Detention Facilities such as ECSPC and FSPC, has already implemented Optimal PBNDS Standards for recreation by providing the supervised opportunity for each detainee to have 4 hours of recreation per day. RFP Attachment 12 addresses the Recreation requirements for EPSPC, stating that detainees will have access to two hours per day of outside recreation, weather permitting, seven days per week. We have provided Recreation Officers in our staffing plan (Factor 1: Subfactor 4 of this Proposal) to address detainee surveillance requirements during recreational periods.

In supervising recreational activities, we will utilize Recreation Officers as necessary to ensure the safety and security of the recreational area.

In devising recreation periods, we utilize the Facility Policies and Procedures as a basis to de-conflict recreation, law library, and medical service sick call and meal service schedules.

Recreation will be closely supervised and recreational areas inspected prior to and after recreation periods to interdict contraband.

#### **5.6.2.10 Law Library and Legal Resources (C6.2.10)**

PBNDS 6.3 "Law Libraries and Legal Material", ACA Standards 4-ALDF-5C-05, and Facility Policies and Procedures provide guidance for the administration and supervision of Detainee access to the Law Library and Legal Resources Program. RFP Attachment 12 modifies the 15 hours per week "optimal" requirements to 5 hours per week at EPSPC. Team GPS will staff the law library with a Detention Officer during its hours of operation daily, per the facility schedule. Our Officers will provide paper and/or copies of approved legal materials required by PBNDS and assist detainees as necessary with making copies of documents and other administrative tasks per their written post orders, as well as maintaining good order and discipline within the library. Our Assistant Project Manager will coordinate group presentations by outside legal assistance agencies and organizations periodically to ensure detainees' knowledge of their rights.



#### **5.6.2.11 Communication Assistance (C6.2.10 duplicate paragraph number)**

Team GPS will contract with telephonically delivered translation service to ensure detainee understanding of facility policies and routine. In addition, we will employ bi-lingual Detention Officers proficient in Spanish and other languages (to the extent feasible within the geographic area).

### **5.6.3 Transportation Services (C6.3)**

Transportation Service operations will be conducted in accordance with PBNDS 1.3 “Transportation (by land)” and ACA Standards 4-ALDF-1B-01, 1B-03, 1B04, 1B-05, and 1B-06.

At PIDC, VFDF, ECSPC, and FSPC, our management team worked with our DHS-ICE counterparts to construct the entire transport program from ground zero. Team GPS management wrote post orders and policies and procedures. We maintained driver’s record files. We established all of the forms and reports. We conducted extensive training. **Team GPS already has in inventory all of the required vehicles and equipment necessary to provide transportation services at the facility.** We will incorporate all of the lessons learned through our previous contract performance to ensure we provide ICE with the most highly trained and professionally qualified transport staff available.



Team GPS currently possesses all licenses and insurance required in the solicitation, and we possess required US and Texas Department of Transportation registration numbers, a Federal Motor Carrier Safety Administration (FMCSA) registration number, and we maintain a “Satisfactory” FMCSA Safety Record (“satisfactory” is highest rating).

Team GPS will provide emergency plans and communications plans specifically tailored to result in the strictest compliance with the Statement of Work and the final contract. Transportation services will be provided 24/7 at EPSPC. Team GPS will provide highly skilled, licensed, and armed Officers to ICE for transportation services. We fully understand our contractual duty to provide federal detainee transfers in a safe and expeditious manner. Our joint transportation mission with ICE is threefold:

- a. To provide expedited removal of aliens not lawfully admitted to the US.
- b. To keep criminal and fugitive detainees out of society.
- c. To provide temporary detention services for detainees admitted to hospitals, attending court hearings, consular visits, outside medical clinic and other locations as required by the COR. Team GPS will comply with PBNDS and ACA Standards to ensure detainees are provided professional, compassionate, safe, and humane treatment at all levels of the transportation process.

### **Transportation Staffing**

The Assistant Project Manager will ensure both preventive and repair vehicle maintenance is accomplished in a timely manner and will coordinate vehicle usage. Other tasking includes development and annual review of post orders and transportation policies for COR approval, and management of the DOT mandated substance abuse testing program. The Human Resources (HR) Manager will maintain Driver Qualification (DQ) Files required by DOT regulations, track



CDL expiration dates, DOT physicals, and other documentary requirements pertaining to driver eligibility. We will provide a Transport/Airport Supervisor on each shift seven days per week to oversee the Transportation Department. Transport/Airport Supervisors will also coordinate staff scheduling.

The Transport/Airport Supervisors will oversee daily operations, ensuring each transport directive received (G-391) is fully executed on time by coordinating physical assets (vehicles and equipment) and driver assignments. These Supervisors will also ensure (by countersigning) that pre/post trip vehicle inspections are conducted by the Transportation Officers (TO). The Administrative Supervisor will also make telephonic post checks of Officers assigned outside of the facility such as hospital escorts. (Hospital escorts will be issued a cell phone.)

Our Quality Assurance Manager and Q/A Officer will conduct scheduled and unscheduled QA/QC inspections through observance of operations, including pre/post trip inspections, documentary and property/valuables management by Officers, and loading of vehicles.

Within our Transportation Division, we will provide 24/7 supervision and 36 TOs to execute the transportation routes listed in the RFP. The Officers will be initially distributed as depicted in Exhibit 2 on the following page (with adjustments made as necessary to meet transportation mission demand, or as directed by the COR):

**Exhibit 2: Transportation Officer Staffing Table**

Post #	Position/Notes	Day Shift	Swing Shift	Grave Shift	Posts Per Day	Hours Per Day	Days Per Year	Hours Per Year	FTE	Relief Factor
	Monday-Friday									
28	(b)(7)(E)									
29										
30										
31										
32										
33										
28										
29										
30										
31										
Note: Physical Relief = Relief Factor “P”   Self-Relief = Relief Factor “S”										

*Note: We have proposed ten Airport Officers (4 per shift on days and swings, M-F and weekends if necessary) in addition to the transport staffing above. All Airport Officers will possess the same licenses, qualifications and training as the Transportation Officers we are providing and will be utilized interchangeably.*

### Transportation Officer Training

Team GPS will specifically tailor the 80 hour OJT portion of new hire training for TOs to their various functions, duties and responsibilities. (Detention Officers who “step up” to the Transportation Officer position from the Detention Officer position will receive 40 hours of transportation OJT and 24 hours of firearms/non-lethal weapons training prior to assignment.) We have already developed specific Personnel Qualification Standards (PQS) documents that are used by instructors/mentors/students to ensure standardized, consistent training is delivered to all Officers. Our training also includes all DOT/TXDOT required logbooks and driver records maintenance.

#### 5.6.3.1 Contractor Provided Vehicles (C6.3.1)


We will provide eight 12 passenger secure configured vans (including one wheel chair capable van), and eight 47 passenger secure configured buses to meet performance requirements to conduct transport between EPSPC and the facilities listed in the RFP. All vehicles provided will be appropriately marked and provided with appropriate locks and wire cage/acrylic barriers between detainees and drivers/escorts. Vehicles will also be equipped with communications devices to expedite dispatch to required locations, fire extinguishers, and first aid kits.

No private vehicles will be used for detainee transport. All vehicles used for transport of detainees will meet all state and local inspection standards and they will be kept clean and free of trash and odor. A maintenance log and a trip log, to record actual miles, will be created and maintained for each vehicle. When not in use, the transport vehicles will be located at a designated area provided by Team GPS. The following exhibits provide our vehicle specifications.

#### Exhibit 3: 12 Passenger Van Vehicle Specifications



12 Passenger Van (Quantity – 8 including a wheelchair van) Note: The wheel chair van is secure configured but with fewer seats	
Feature	Specifications
Color	White
Configuration	E250 4.6L, V8 Regular Length Van w/power steering Group/Deluxe
	<b>Security Options:</b>
	Window Screens
	Front detainee bulkhead with spit guard and alarmed escape hatch
	Mid detainee bulkhead
	Rear detainee bulkhead with alarmed escape hatch
	Metal door panels
	12 passenger prison indestructible ABS seats, 3 point seat belt
	Pistol Safe; electronic keypad or Key Gun Safe
	Extended ABS plastic headliner
	<b>Interior:</b>
	EXT Solid 5/8” commercial grade plywood subfloor (no tracks/no tie-downs)
	LONCOIN floor covering
	Mobility Works one-piece ABS plastic interior wall system with door covers
	Insulated walls and headliner
	High-output overhead AC (35,000 BTU) mounted overhead at rear bulkhead heater
	High performance Quantum window tint
	Full length exterior heavy duty step
	Back-up alarm
	Complete safety kit (fire extinguisher, 1 <sup>st</sup> aid kit; body spill kit), web cutter, triangle reflector kit



12 Passenger Van (Quantity – 8 including a wheelchair van))	
Note: The wheel chair van is secure configured but with fewer seats	
Feature	Specifications
	(b)(7)(E)
Other	
Markings	
	

**Exhibit 4: 47 Passenger Bus Vehicle Specifications**

47 Passenger Bus (Quantity – 8)	
Feature	Specifications
Security Restraint Systems	(b)(7)(E)
Electronics Systems	
Seating	

47 Passenger Bus (Quantity – 8)	
Feature	Specifications
	(b)(7)(E)
Storage	
Toilet	
AC/Heater	
Emergency Equipment	
Markings	
<div></div>	

**Exhibit 5: Vehicle PBNDS Equipment List**

Equipment
(b)(7)(E)



### **5.6.3.2 Transportation Routes (C6.3.2)**

Team GPS has studied the transportation route matrix provide in paragraph C6.3.2 of the RFP. We utilized this matrix to compute our staffing and fuel requirements to conduct transportation operations on a 24/7 basis, with the understanding that the matrix represented only the most frequent routes and not all routes that may be ordered by the COR. We operate our Transportation Officer schedules to meet demand and will adjust as necessary to meet high traffic periods. For routes that take more than 12 hours to complete, we request authorization from the COR for our transport team to remain for a longer period of time.

### **5.6.3.3 Other Transportation Requirements, Policies and Procedures**

#### **5.6.3.3.1. Vehicle Insurance**

Team GPS already has Insurance that meets or exceeds requirements for this contract:

- a. Automotive insurance: Automobile Liability: \$200,000 per person; \$500,000 bodily injury per occurrence; and \$60,000 property damage per occurrence. (RFP requires only \$20,000.)
- b. General Liability \$1,000,000 per occurrence (RFP requires \$500,000; and Umbrella Liability Policy up to \$4 million to meet Workers Compensation and FMCSA requirements for inter-state passenger transportation. (RFP requires \$300,000.)

#### **5.6.3.3.2. Vehicle Fuel/Maintenance**

Team GPS will provide all fuel, oil, lubricants, maintenance and repairs to our vehicle fleet.

#### **5.6.3.3.3. Transportation Staff Scheduling**

Transportation Officers will be scheduled (b)(7)(E) with each team distributed as necessary to meet mission requirements seven days per week. We will stagger the reporting times for each shift as necessary to meet demand and as directed by the COR. Whenever a female is transported, (b)(7)(E) the transport team will be a female. Whenever tender aged juveniles are transported, a separate “escort” will be assigned to the transport, unless a parent or guardian is accompanying the child during transport.

#### **5.6.3.3.4. Emergency Transportation Plans**

Team GPS complies with all ICE written policies concerning the transport of detainees under emergency circumstances. We have established, approved, and proven Emergency Plans for Transportation which are reviewed annually, and which will be reviewed and delivered during contract transition.

In life threatening situations, our Officers summon emergency transportation (ambulances, law enforcement, etc.), and we inform the COR of our actions. In non-life-threatening situations, we provide transportation upon approval of the COR. In the event of evacuation of the detention facility (due to inclement weather or other reasons), we provide ICE with appropriate assistance by making our drivers/vehicles available for transportation to designated locations. Our management team has experience in performing emergency operations through the successful evacuation of PIDC twice since we began transportation operations in 2008. In both instances, our drivers were called upon to assist ICE in evacuating all detainees and this was accomplished on time with zero injuries to staff or detainees.

In the event of an evacuation, we will provide transportation up to the capacity of our provided vehicles to temporarily transfer detainees to ICE designated locations. We will call in all off-duty



transport drivers to assist as well, and if so directed, we also provide drivers (up to available staff) to operate Government provided vehicles.

#### **5.6.3.3.5. PBNDS #1 Safety – Emergency Plans**

This standard provides guidance for the development of emergency plans. The standard ensures a safe environment for detainees and employees by having in place contingency plans to quickly and effectively respond to any emergency situations that arise and to minimize their severity. In our management team’s previous DHS-ICE operations experience, we developed full Policies and Procedures, General Directives, Post Orders, and Emergency Plans, which we will modify and deliver for EPSPC.

#### **5.6.3.4 Detention Transportation Officer Performance Standards**

We comply with the FMCSA and USDOT/TXDOT rules and regulations. We follow the Federal Highway Administration laws. The US Code of Federal Regulations, Title 18 § 3182 of the Extradition Act sets forth our Transportation Authority. In addition to federal laws, Team GPS complies with all State and local laws regarding traffic control. All transports will be conducted in accordance with the following:

- a. ICE 2011 Performance Based National Detention Standards (PBNDS)
- b. ACA Standards
- c. PREA
- d. Post Orders
- e. General Directives
- f. DOT Regulations; TxDOT Regulations; Federal and State vehicle regulations and traffic laws
- g. All rules and regulations governing public buildings and grounds
- h. All regulations provided to the Company through the COR
- i. All Federal/State Firearms Statutes

Team GPS TOs will maintain custody of detainees assigned to us by written transport directives received from the COR. Transports will be conducted to and from locations identified by the Government, with minimal contact with the public, and via routes established and approved by the COR. When required and so directed, our Officers will provide temporary detention services at hospital facilities and airports until relieved from such duty by competent authority. We will respond to emergent transportation requirements “on demand” as necessary to meet DHS-ICE ERO mission goals.

#### **5.6.3.5 Transportation Policies and Procedures**

Upon receipt of a written directive from DHS-ICE (G-391 “Official Detail”) Team GPS will transfer detainees from local, county, state, or federal facilities. This is accomplished in accordance with the ICE Institutional Removal Program/Criminal Alien Program (IRP/CAP). We provide 2-person armed transport teams for each transport mission. When transporting females, at least one team member will be female.

Team GPS creates and maintains trip logs for each vehicle and drivers maintain individual driver logs to track all transports and ensure US DOT work limitations are not exceeded. Any unusual event occurring during transport is reported to the COR by the Project Manager, and we maintain a chronological record of any violation of local traffic laws, parking infractions, etc.



When tasked with Hospital Security, the post location is selected to allow for constant visual/auditory surveillance of detainees in our custody. Our Officers follow company-provided, ICE-approved post orders in conjunction with these assignments and they maintain a post logbook. We utilize a qualified Officer to escort hospitalized detainees, if/when so tasked. Our Officers are aware of the rules regarding conduct at the hospital with hospital staff and that detainee visitation and telephone use is not permitted, unless pre-approved by the COR. If a female detainee is hospitalized, a female Officer is assigned to the Escort detail. Escort details will consist of one unarmed Officer (of the same gender as detainee), unless the COR directs otherwise.

We ensure our TOs comply with all vehicle and driving safety precautions including: seatbelts (in vans); appropriate license for type of vehicle driven; pre-operation vehicle inspection (for operation and contraband); routine maintenance of vehicles; verification of detainee documentation prior to transport; inventory of property/valuables; defensive driving tactics; pre/post transport vehicle inspections (for operation and contraband); and periodic drug screening of drivers.

**Transportation safety is paramount in all mission operations.**

All tires, brakes, shocks and any other drums, springs or shoes will be replaced with new items, along with new batteries, wipers and light bulbs when reported as worn or if found to be inadequate during inspection. All State and Federal Department of Transportation vehicle operation and safety requirements are met. We train our Officers thoroughly in vehicle operating and safety procedures before allowing them to operate our vehicles – and then “road test” our drivers to ensure classroom instruction transfers to the operating environment.

- a. **Use of Restraints** - Restraints are applied only to protect the detainee and others from injury. Restraints are applied in accordance with ICE Policies and Procedures and never applied as punishment or for longer duration than necessary. IHSC is consulted in the case of pregnant detainees.

- b. **Use of Force** - Team GPS is fully aware of ICE’s Use of Force Policy. Employees receive training in Use of Force during basic and refresher training and are reminded of policy frequently during musters. They are also reminded of policy after each Use of Force incident that occurs. Officers who use excessive force are promptly disciplined. Any Use of Force incident is immediately reported to the COR verbally, with written reports generated within two hours of completion of transport. All uniformed employees are required to sign an acknowledgement of the Use of Force Policy when initially hired and during annual refresher training.

**Use of Force Continuum**





**5.6.3.5.1. Pre-Departure Vehicle and Security Check**

Team GPS emphasizes and values “Safety of Operations” above all other considerations when conducting transports. Prior to any transport, Supervisors provide safety briefings to drivers concerning road and weather conditions, primary and alternate routes, way points, and number of detainees expected. Officers’ conduct documented pre-trip inspections using a corporate form that must be countersigned by a Supervisor prior to departure. When loading, detainees are provided with an oral briefing (in English and Spanish) on safety and expected behavior during transport. Prior to departure on a transport run, Supervisors will ensure that:

- a. All TOs have the appropriate commercial driver’s license, medical certificate, firearms license and armed guard permit on their person.
- b. The TOs will not exceed 10 hours total “driving” time in a 24 hour period upon completion of the current trip; and the Officer will have had at least 8 hours off (minimum) between shifts.
- c. TOs receive a briefing on the classification of detainees being transported and that they take appropriate additional precautions as necessary. Additional Supervisory briefing will include instructions pertaining to any alternate routes or emergency procedures to follow in the event of an unexpected situation or emergency.
- d. Transport Vehicle is clean and sanitary and that the pre-trip inspection report has been completed and signed by the TOs.
- e. Drivers/crew will report for duty with their individual duty firearm; Supervisors will verify that each Officer has all appropriate equipment including body armor and duty gear prior to each transport. Weapons will be secured in a locked safe inside the vehicles whenever a driver must enter a secured area, or in EPSPC facility lock boxes that we will provide for that purpose. If the vehicle must enter the secured area of another facility, then the drivers will follow the policies and procedures applicable to that facility. At no time will a detainee have access to a driver’s weapon inside of a secure area (including a vehicle).

At shift muster, our Transport/Airport Supervisors will personally view the driver’s license, firearms permit, armed guard license, and medical certificate. Daily operational information, to include special instructions, will be passed to all staff. Additionally, all Officers are inspected by Supervisors during shift muster to ensure no contraband is introduced into transport vehicles or detention facilities. We understand that the COR may remove any individual from the contract for introducing contraband. Reports will be generated for any contraband introduced into transport vehicles or detention facilities by a contractor employee.

Detainees are subject to search whenever embarking or debarking from a transport vehicle and whenever entering or leaving a holding area. Pat-down searches will be the most common method utilized. Any contraband discovered is immediately confiscated, logged in the contraband logbook, and turned over to ICE. Contraband discovery reports and contraband are submitted to the COR within 8 hours of discovery, or prior to the end of each respective shift. Vehicles are thoroughly inspected pre/post trip for contraband or any item of property left behind.

Our Post Orders direct that detention Transport/Airport Supervisors and Officers will jointly inspect each vehicle prior to and after each trip for any potential safety or security threat. Any



safety or security items discovered are immediately reported to a Supervisor, and a memorandum is generated and provided to the Assistant Project Manager. Anything discovered that is considered to be outside acceptable norms is reported to ICE Vehicle inspections are conducted in an effort to eliminate unsafe operations. Officers are trained to look at all aspects of the vehicle to be sure it is safe to operate. Officers are trained to report violations but they are also trained as to what types of inspection violations will “red-line” a vehicle. US DOT sets guidelines for this and our employees adhere to these guidelines. Any “red-line” violations reported will be repaired by a certified mechanic before the vehicle is used again.

Team GPS provides Transportation Officers with specific pre/post trip inspection instructions along with inspection forms that must be counter-signed by a Supervisor prior to and after each transport. An example of the Pre/Post Trip Vehicle Inspection Form follows:

### Exhibit 6: Pre/Post Trip Vehicle Inspection Form

Pre/Post Trip Vehicle Inspection Form			
Date		Unit #:	
Driver Name:		Employee No.	
Starting Time:		Ending Time:	
Starting Point:		Ending Point:	
Begin Odometer:		End Odometer:	
Total Mileage:			
Enter the appropriate inspection codes for each trip taken √ = Good; X = Questionable; O = Defective *If (X) or (O) is entered for any item, please explain in comments section below.		If there is a serious problem notify Supervisor immediately and DO NOT use vehicle.	
Description	Pre-Trip	Post-Trip	
Vehicle Equipment			
No check engine lights or other dashboard failure alerts			
Brakes are functional, no sounds or evidence of wear			
Seat belts are available for guards and detainees			
Seat belts are clean and in good condition with no frayed fabric, buckles fasten securely			
Horn sounds			
Doors/locks			
Headlights/tail lights/back-up lights/brake lights/turn signals			
Emergency flashers			
Windows/windshield/windshield wipers/blades			
Belts and hoses (no cracks, wear and tear is minimal, not frayed, no loose connections)			
Mirrors are clean, adjustable and in good condition			
A/C, heater, defroster, fan			
Tires and Tire Pressure (TIRE PRESSURE IS TO BE CHECKED BEFORE/AFTER EVERY TRIP)			
Suspension/springs			
Exhaust system/muffler			
Wheels & Rims			
Fuel Tank/fuel cap/fuel level			
Steering mechanism			
Fluid levels - fluid levels indicate full			
Oil level indicates full on dipstick			
Cooling system is full			
Brake fluid			

Transmission fluid		
Radiator and Antifreeze		
Windshield wiper fluid		
Emergency Equipment (to include drinking water)		
Fire extinguisher		
Emergency reflectors		
First aid kit		
<b>Driver Certifications:</b>		
Contraband	I certify by my signature below that I have completed a thorough examination of this vehicle for contraband and have included comments below concerning any items discovered.	
Keys & Equipment Inventory	I certify that I have completed a vehicle equipment inventory consisting of inspection of keys, restraint devices, pistol safe, and various tools, parts and fluids in the equipment container, and that all are accounted for/operable or discrepancies are documented in comments below.	
Communications Equipment	I certify that I have tested communications equipment and that all equipment is operable unless noted in comments below	
Driver Comments: (Continue on attached page(s) if necessary)		
I have reviewed the previous driver's post trip report and performed a pre-trip inspection and find:		No Defects
<b>Driver's Pre-Trip Signature:</b>	<b>Driver's Post-Trip Signature:</b>	
<b>Supervisor's Pre-trip Signature:</b>	<b>Supervisor's Post-trip Signature</b>	
<b>Supervisor certification if defects are noted by driver</b>	<input type="checkbox"/> Defects corrected <input type="checkbox"/> Defects need not be corrected for safe operation of vehicle	
Supervisor Comments: (Continue on attached page(s) if necessary)		

#### 5.6.3.5.2. Required Documents

Before any vehicle can leave the facility for a scheduled run, Officers must first receive a G-391 which authorizes them to transport a detainee. They must follow pre-departure, in-route, and return-to-facility safety procedures. Drivers follow all operation policies, ICE Standards, and mandated hours of service. Drivers will also complete a post-trip inspection and re-fuel all vehicles prior to return to the facility. These two functions are critical in providing ICE prompt and reliable services. The post-trip inspection provides the oncoming team with a fully functioning, safe vehicle and the re-fueling eliminates potential delays in response to the Government's request for services. In addition to inspection reports, drivers will also complete driver logs, trip logs, and daily reports.

Team GPS Supervisors and TOs ensure that all documents (such as I-862, I-203, I-216, I-205, I-385, I-794, I-294, I-296, and G-391) affecting the transport of detainees are properly executed as directed, delivered to appropriate officials, signed as required, and safeguarded against loss.



#### **5.6.3.6 Transfer of Funds, Valuables, & Personal Property**

All items of personal property transported with detainees are manifested and inspected pre- and post-transport to ensure accountability. The property is verified via the I-216 and no property is opened during the course of the transportation run. The property remains sealed until such time as the detainee reaches their destination and the receiving agency can then inventory the property in the presence of the detainee. To the extent required, we provide for the safeguarding of detainee funds, valuables, and personal property through accurate receipting of such material. We securely store, during transport, all funds, valuables, baggage and other personal property and provide appropriate receipts to detainees. All valuables are inventoried and receipted on G-589 forms.

#### **5.6.3.7 Loading/Unloading a Vehicle**

When loading a vehicle and preparing for departure our TOs will:

- a. Conduct and document vehicle pre-trip inspection (jointly with Transport/Airport Supervisor).
- b. Provide safety and security briefing to detainees.
- c. Search detainees pre-transport for contraband. Only authorized possessions will be permitted, such as jewelry, cash, eyeglasses, prescription medicines, authorized religious items, and receipts for property/money.
- d. Ensure that vehicles do not exceed maximum passenger limits. Each detainee will be provided a separate seat equipped with a seat belt as required by law.
- e. Ensure that detainees are segregated by classification in vehicles; women and minors are transported in the front seating area segregated from all other classifications of detainees. A female TO is assigned to any vehicle transporting female detainees.
- f. Ensure that if detainees are transported in restraints, the restraints are affixed in the manner directed by ICE. Restraints are never affixed to a physical part of a vehicle.
- g. Ensure that detainees during boarding are required to answer a roll call and respond by stating their complete name; the detainee's appearance is compared "Face to Photo" with his/her Booking Card (I-385)/Photo ID, and a visual count of detainees in the vehicle are performed prior to transport.
- h. Ensure that upon debarkation from the vehicle, that detainees are kept under constant security surveillance to prevent external contacts and the introduction of contraband.

#### **5.6.3.8 Mobile Communications Plan for Transportation Services**

It is our job to see that all detainee transfers are completed in a professional, safe, timely, and precise manner. In order to do so, communications among team counterparts, company, and DHS-ICE, is vital to ensuring all transportation assignments are accomplished in accordance with established protocols and policy. Prior to conducting any transport, our staff informs the receiving facility of the estimated time of departure and arrival; the number of detainees being transported by category; and any "special handling" cases on board, providing details as applicable. If a transport is delayed for any reason, our staff communicates with the receiving facility staff regarding adjustments to the estimated time of arrival. Each vehicle is equipped with appropriate communications equipment, including a 2-way radio, hand held radios, a cell phone and Global Positioning System tracking device.



#### **5.6.3.9 Vehicle Sanitation**

Through our experience in conducting transportation operations at various DHS-ICE detention centers, our team is fully aware of OSHA and Code of Federal Regulations (CFR) requirements for maintaining sanitary and hygienic conditions for detainees. Our staff is trained to report any and all conditions that warrant corrective action to preserve the health and safety of detainees and staff. Our vehicles are thoroughly inspected for contraband and trash.

All debris from the completed transport is removed from the vehicle and seats are wiped down with anti-bacterial/anti-viral cleaning cloths. Approximately once per week, (or more often if necessary) vehicles are washed and the interior sanitized.

#### **5.6.3.10 Use of Restraints**

During Use of Force training, TOs receive formal initial and annual training regarding DHS-ICE “Restraints” policies. Our Transportation Manual provides additional guidance for Officers concerning prohibitions against using restraints as punishment, or affixing restraints to a fixed object within the vehicle. Restraints are applied in accordance with PBNDS and Family Residential Standards (with respect to family units/juveniles) and ICE directives. As a rule, children are not restrained; nor are women who are pregnant, or individuals with handicaps or injuries that could be exacerbated by normal application of restraints. Team GPS will provide soft restraints (flex-cuffs) and soft restraint training for situations that require the utilization of soft restraints.

#### **5.6.3.11 Transportation of Females and Juveniles**

Female and juvenile detainees are transported in accordance with PBNDS. We ensure that at least one member of the transport crew is female whenever females are transported and that restraints are not applied unless directed or necessitated by the actions of the detained individual. We adhere to DHS-ICE Family Residential Standard “Transportation (by Land)” as it applies to the transport of juvenile detainees. All transports involving females and juveniles are closely monitored by Supervisors with regards to the length of the trip, and late arrivals are investigated. We acknowledge that, if children are transported, additional escorts of same gender as the child, are to be assigned.

#### **5.6.3.12 Vehicle Maintenance**

The availability of fully operable vehicles is critical to operational success. Team GPS is placing the Transportation Department directly under the Assistant Project Manager and providing a Transport/Airport Supervisor on each shift, 7 days per week. The Assistant Project Manager will ensure compliance with FMCSA, USDOT and TXDOT regulations, and that all preventive, periodic, and emergent maintenance and repair is conducted timely for any vehicle deficiency noted on pre/post-trip inspection reports or during Supervisory or Quality Assurance spot checks. The Transport/Airport Supervisors will personally review all pre/post trip inspection reports that cite a deficiency to ensure resolution in the least amount of time. Maintenance and repairs will be conducted by certified mechanics at vetted local repair and service facilities such as a *RUSH Truck Center* (for buses) and dealerships. If warranty repairs are necessary, they will be performed by dealerships.



#### **5.6.4 Food Service (C6.4)**

Food Service operations will be conducted in accordance with PBNDS 4.1 “Food Service” and ACA Standards 4-ADLF-4A-01 through 4A-18.

Team GPS teammate Trinity Services Group, a nationwide institutional food service expert, *provides over 20,000,000 meals per day at various detention and correctional facilities.*

##### **Food Service Operations Plan**

Trinity’s vast experience in Correctional feeding programs has refined our operating procedures such that we can efficiently and cost-effectively provide a quality food service program. We have registered dietitians that develop menus and meal plans to meet specific dietary requirements. We have a procurement team that is in pursuit of providing quality food and supplies needed to prepare and distribute the meals. And, our management and kitchen staff is qualified and trained in the duties of meal preparation and distribution. We are confident that, together, we can establish a meal program that works within the constraints of the Facility’s kitchen. Critical components of the Team GPS Food Service Operation include:

##### **County and National Standards**

- a. **Standards for Food and Supply Vendors:** Our pre-established network of approved suppliers follow and meet HACCP guidelines and are fully familiar with the quality of products Trinity uses to perform daily operations, as well as the frequencies of deliveries and quantities needed. Trinity has identified the safety of incoming goods as a critical point in all unit-level HACCP plans and programming. Our pursuit of vendor certification is an essential program critical to all of our operators. A fundamental requirement of our HACCP plan is that product purchases are only from a Trinity Services Group approved supplier. All opportunity buys or “spot buys” facilitated through our distribution chains are first checked for quality. In addition, all products are USDA inspected Grade B or better. All distribution suppliers follow and meet HACCP guidelines. The centerpiece of the Trinity vendor QA certification is our requirement of an independent, professional assessment of supplier facilities and operating standards, and validation of their compliance with applicable regulatory requirements to ensure compliance with Trinity expectations. A third-party-conducted “Good Manufacturing Practices,” “Warehouse and Distribution Center,” or “Good Agricultural Practices” audit is required to be submitted for review (the audit type is dependent upon the nature and scope of the supplier’s business). Trinity QA expectations are met if the supplier achieves an acceptable result.
- b. **Major Vendor:** Team GPS, through Trinity, utilizes Performance Food Group as its major supplier of food stock. Performance Food Group delivers over 150,000 national and proprietary-branded food and food-related products daily to more than 150,000 independent and national chain restaurants, quick-service eateries, pizzerias, schools, hotels, health care facilities and other institutions.
- c. **Inventory Restocking:** Our automated inventory control system alerts local management when “low limits” of any stock items are reached, triggering re-stocking requisitions. We operate on a “high limit” “low limit” stocking basis to ensure food stock levels are maintained at optimal levels and to prevent spoilage.



- d. **PBNDS/ACA Standards:** Team GPS Standard Operating Procedures are designed, at a minimum, to meet PBNDS/ACA Standards.
- e. **National Commission on Correctional Health Care (NCCHC):** Our menu is designed to satisfy the dietary guidelines for adults and is nutritionally adequate for incarcerated adults.
- f. **Hazard Analysis and Critical Control Point (HACCP):** Our Staff is trained to understand the specific hazards of food handling and the prevention necessary to ensure food safety.

### Menu Development

- a. **Cycle Menus:** A 5-week Cycle Menu and Common Fare Menu is included and was developed to meet your requested daily nutritional goals, as well as applicable standards.
- b. **Special Diets:** Menus will follow the regular menus as closely as possible with the modifications necessary to meet the specific restriction. For more complex cases or special reviews/audits, our dietitian is on call or available for direct visits to your facility.
- c. **Holiday Meals:** Up to 5 Holiday/Spirit Lifter meals will be served on predefined days.
- d. **Dietitians:** Our Regional Dietitians design and develop our menus to provide tasty, appetizing, wholesome quality food. They will regularly review the implemented menus and will provide special diet menus and substitution guidelines as needed to satisfy the requirements of medical and/or religious diets.
- e. **Flexibility and Variety:** We will consult with the COR for approval on any menu substitutions, as well as any requests for menu changes that could be advantageous to the operation.
- f. **Product Specifications:** We will meet or exceed required product standards. Our product lines are in use and successful every day, in hundreds of operations across the country.
- g. **Production System:** NetMenu® from CBORD, a web-based, back-of-the-house food service management tool that enables our staff to instantly update standards and share common recipes, menus, and settings across all of our operations, as well as access nutritional information, manage inventory and purchasing, and generate production reports.
- h. **Purchasing Programs:** our pre-established network of approved suppliers follow and meet HACCP guidelines and are fully familiar with the quality of products Trinity uses in our daily operations, as well as the frequencies of deliveries and quantities needed.

### Sufficient Staff

Team GPS will provide two kitchen shifts per day, with enough staff members to maintain an efficient, safe, and secure operation. They will supervise the detainee workers (if applicable) and ensure food safety parameters and kitchen sanitation. Our wage and benefit structures are designed to attract and maintain a quality workforce. Staff key components:

- District Manager Support
- Detailed Job Descriptions



- Competitive Wage and Benefit Programs that comply with CBA
- ServSafe Training (required for all Team GPS Staff)
- In-Service Training
- Human Resources Support
- Employee Recognition

### **Detainee Labor**

Team GPS will utilize detainee volunteer labor during various aspects of EPSPC operations. Detainee volunteer labor will be utilized for work details within the Food Service Department, Facility Cleaning/Paint Crews, Barbershop Details, and the Law Library.

### **Volunteer Labor in the Food Service Department**

Detainees will be allowed to work various job duties within the Food Service Department. Once a detainee volunteers to work within the Food Service Department, the detainee will fill out the required EPSPC forms. Once the forms have been processed and cleared by facility protocol, the detainee will be medically screened. Upon receiving clearance to work, the detainee will be trained in safe work practices and methods, sanitation, Safety Data Sheets (SDS), Personal Protection Equipment (PPE), safe chemical handling procedures, safety procedures for products and all relevant regulations governing EPSPC to include PBNDS, ACA and OSHA. Detainees working within the Food Service Department, upon completing training and having completed all administrative documentation, will proceed to work in serving meals and conducting cleaning details in the dining area. Detainees shall not prepare or cook meals. However, detainees will participate in serving meals, cleanup crews or any details approved by the ICE facility administrator. GPS Kitchen Officers, Supervisors and Managers will ensure that all tasks are inspected daily, documented and in compliance with EPSPC governing regulations.

### **Facility Cleaning/Paint Crews.**

Detainees will have the opportunity to volunteer for the EPSPC Cleaning/Paint Crews. All detainees must be screened and cleared to work by facility protocol. Once detainees have been administratively cleared to work and all documentation is complete, detainees will be trained for their respective assigned duties. Detainees will receive training in safe work procedures, sanitation, SDS, PPE and any other required training for the job to which they have been assigned. For example, if a detainee is part of a Painting Crew, the detainee will be trained on proper use of SDS, tools, PPE, such as goggles, gloves and respirator mask. Since there is the potential for multiple different types of cleaning crews, GPS is prepared to create training for any potential cleaning task assigned by ICE facility administrators. GPS Officers and Supervisors will inspect all aspects of cleaning crew operations daily and ensure EPSPC is in compliance with all governing regulations.

### **Barbershop**

Detainees will have the opportunity to volunteer for the EPSPC Barbershop Duties. All detainees must be screened and cleared to work by facility protocol. Once detainees have been administratively cleared to work and all documentation is complete, detainees will be trained for their respective assigned duties. Detainees will receive training in safe work procedures, sanitation, SDS, PPE and any other required training for the job to which they have been assigned. Since Barber Shop duties are a unique job, GPS will seek those detainees who have



barbering experience and skills. GPS will place emphasis on sanitation of the barbershop area and barber instruments, and ensure that the area is well maintained, sanitized and safe for all detainees. Daily inspections will be conducted to ensure these tasks are accomplished by GPS supervisors and Argos Quality Assurance Officers.

### **Law Library**

Detainees will have the opportunity to volunteer for the EPSPC Law Library. All detainees must be screened and cleared to work by facility protocol. Once Detainees have been administratively cleared to work and all documentation is complete, detainees will be trained for their respective assigned duties. In the case of the Law Library, the detainee may, at the discretion of EPSPC ICE facility administrators, assist the GPS law Library Officer will basic law library functions, such as ensuring supplies are maintained, legal books are in order and accounted for, and have an understanding of LEXIS NEXIS in order to assist other detainees.

### **Contraband interdiction in Volunteer Worker Program**

All detainee workers, regardless of EPSPC work detail, will be searched for contraband before returning to their respective housing units. Staff will ensure that all tools checked out are accounted for before releasing detainees from their duties. By conducting detailed and proper searches of all detainee workers and ensuring all tools are accounted for will eliminate most instances of contraband being introduced into housing units.

### **Supervision of Volunteer Detainee Workers and the Volunteer Detainee Worker Program**

Each volunteer detainee worker group will have at least one GPS Detention Officer supervising the group. However, depending on the type and location of assigned work, more GPS Detention Officers may be utilized. Detention Officers will be trained and understand the high importance of safety and accountability of detainees and equipment. Detainees will not be left unsupervised at any time. Detention Officers assigned to detainee work crew and/or administrative Detention Officers assigned to the Volunteer Detainee Worker program will ensure that all training and documentation is current and valid. The GPS Supervisors, Quality Assurance Team and Managers will ensure that the Detainee Volunteer Work Program is operated in accordance with EPSPC specific policies and procedures, ACA and PBNDS standards.

### **Meal Ordering and Delivery**

Team GPS Food Service Staff will prepare meals according to the meal count provided by the facility before each meal service. We will prepare meals using the cook-serve method; consistently portioning food items on the serving line into individual trays on the serving line. We will also load food in bulk for delivery to the satellite units, for tray-up. The Meal Service will be in accordance with the EPSPC meal serving times.

### **Quality Assurance**

We will prepare and serve food that meets or exceeds the terms of this proposed agreement, as well as PBNDS/ACA food service industry standards. Quality Assurance factors include:

- **Food Safety** – portion control, temperature control, recipe adherence, and conversion
- **[Computerized] Food Production System** – proper meal count forecasting, preparation, and product pull schedules



- **Security Procedures** – log procedures for chemicals, sharps, refrigeration, keys, and utensils
- **Sanitation** – routine cleaning schedules, and regular inspections to monitor and correct any deficiencies
- **Safety in the Workplace** – open and close checklists, regular safety training meetings, and award incentives for safety champions
- **Regulating Agency Compliance** – inspection preparation programs and procedures
- **Inventory** – product accountability, proper product labeling, storage, and stock rotation – first in-first out.

In addition, we have a full complement of Policy and Procedure Manuals for use in our kitchen operations. This list includes:

- Personnel
- Employee Training
- Purchasing
- Production
- Safety

#### **Communication**

Team GPS will provide a complete contact list of all applicable support levels in our organization. Our Food Service Manager will collaborate with the EPSPC to establish an emergency call-in procedure in the event of an emergency and will serve as our liaison to the COR, attending any scheduled/requested meetings.

#### **Problem Resolution**

Routine client surveys allow us to receive feedback on how we are doing—making sure we are in sync with facility priorities. Should problems or concerns arise, we prefer to resolve them as quickly as possible to a mutual satisfaction. We will follow established policies on complaint resolution and/or develop solutions meeting facility approval. Team GPS teammate Trinity's District Manager performs a very in-depth, yearly audit to ensure contract compliance and that all county, state, and federal regulations standards are met and exceeded. In addition, Food Service areas are inspected daily by the Project Manager, Assistant Project Manager, or Quality Assurance Manager.

##### **5.6.4.1 Menu Planning and Meal Service (C6.4.1)**

#### **Regular Menu and Diet Meal Patterns**

The regular menu is developed by our Regional Registered Dietitian (RD) to meet the Estimated Average Requirements and the Dietary Reference Intakes for the age, sex, and activity level of the population for major nutrients as defined by Nutrition Labeling Education Act. A nutrition statement is prepared and signed annually, or as required by contract by the Regional Dietitian. Acceptability, cost containment, and constraints inherent in a corrective environment are considerations for the development of the regular menu in addition to nutritional requirements.

These menus are based on the ethnic diversity of the facility's detainee population. When planning and preparing meals, the Food Service Manager takes into consideration food flavor, texture, temperature, and appearance, as well as religious and medical diet considerations. The



Food Service Manager shall review menus quarterly. The annual and quarterly menu reviews are submitted in writing by the Food Service Manager to the COR, and kept on file in the Food Service Manager's office. On a monthly basis, the Food Service Manager also electronically submits all menus to the COR or designee.

Using a 35 day standard menu cycle, Team GPS serves three meals per day, including at least two hot meals, at regular times starting at 5:00 a.m., 11:00 a.m., and 4:00 p.m. (times will be adjusted to meet EPSPC facility schedule – PBNDS states maximum time spread cannot exceed 14 hours between evening meal and breakfast). Team GPS does not make variations to this schedule without first seeking approval from the COR or designee.

#### **5.6.4.2 Positions in Food Service (C6.4.2)**

Team GPS will provide a full time Food Service Manager and an Assistant Food Service Manager with either the Food Service Manager or the Assistant Food Service Manager on duty 7 days per week to oversee the performance of food service work being conducted. The Food Service Manager and Assistant Food Service Manager will be accountable to the Project Manager, Assistant Project Manager and Facility Director/COR 24/7 via cell phone. We will provide 1 Cook II (supervisor) and 3 Cook I level cooks 7 days per week on AM & PM shifts. We will also provide 2 Food Service Workers on the AM & PM shifts 7 days per week. Shift starting times will be staggered to ensure sufficient coverage for meal preparation. One Cook I will also act collaterally as a warehouse/forklift worker 5 days per week (excluding holidays) on each shift. We intend to augment our kitchen staff with detainee workers as needed and available. They will primarily be assigned to cleaning tasks and assisting with unloading of deliveries under close supervision. Team GPS has developed effective recruitment and training procedures resulting in a robust detainee voluntary work force program. However, Team GPS is sufficiently staffed to produce required daily meals in emergencies, or if detainee workers are not available.

Our managers are well versed in all areas of institutional kitchen operations and will comply with licensing requirements of the State. *All Food Service staff will have ServSafe certification.*

The Food Service Manager will inspect and oversee the daily operations of the kitchen area and report directly to the food management team. All Team GPS kitchen staff wear uniforms and are easily recognizable. Team GPS believes that the key to successful food service lies in the quality of the people who manage the program. Whether senior management, unit manager, or supervisor, Team GPS is committed to producing and delivering the most innovative and effective associate development plan available. The dynamic learning programs we offer, leadership, management skills, interpersonal relations, human resource administration, client satisfaction, and financial accountability, validate this commitment and belief.

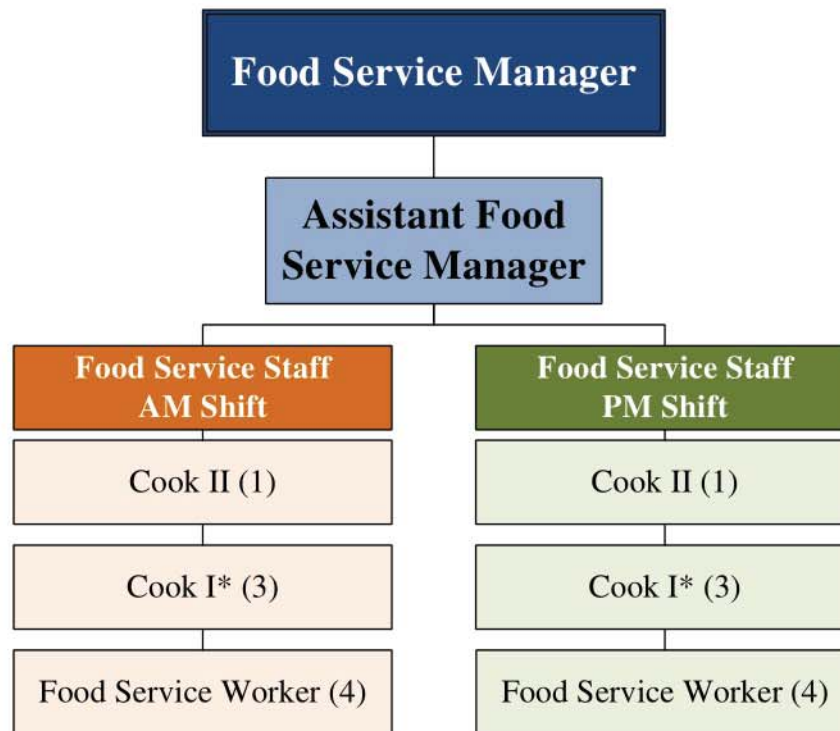
By providing the latest and most comprehensive corrections management tools for our staff, we fulfill our commitment to consistency, quality, sanitation, safety, and security. Innovative corrections-specific training materials and opportunities are available through our secure website.

All employee candidates must pass a criminal background check and drug screen. The facility has the option to review and approve candidates, and perform their own background check before a candidate can be employed on site.



5.6.4.2.1. Food Service Department Organization

**Exhibit 7: Food Service Department Organization Chart**



Note: Food service will be provided around the clock to serve the detainee population's needs. At night, any arriving detainee would be provided a sack lunch until breakfast if the wait is more than 6 hours or the detainee has not eaten in past 6 hours. \*A Cook I on AM and PM shift has warehouse responsibility and will be trained and certified to operate a forklift per state requirements

**5.6.4.3 Detainee Food Service Workers (C6.4.3)**

Team GPS teammate Trinity provides detainee/detainee education in many detention centers across the nation, which presents an ideal opportunity to equip selected detainees with real and usable job skills. All Food Service operations use the basic detainee-training program developed by our training department and available online to all managers and locations.

These, and similar, programs have allowed the detention centers we service to educate the public on ways the county is trying to reduce criminal recidivism. This is a great example of the true partnership we have with the detention centers in which we operate.

Regardless of what position an individual accepts in the food preparation and service segment of the food services industry, there are basic skills and knowledge that all personnel must have, including:

- a. Procedures for safe food handling
- b. Proper methods for maintaining a sanitary facility
- c. Knowledge of equipment operation and safety
- d. Food preparation methods, service standards, and quality control
- e. Food presentation, merchandising, and customer service

The objective of our Detainee Training Program is to teach detainees skills that will give them confidence and knowledge to perform the job at a level that meets the requirements of the kitchen operation and the facility. The training process is not arduous, nor is it complicated and difficult to understand – it is simple and concise.

Before any detainee, regardless of experience, begins work in the kitchen, in any position, he or she must complete the “Common Sense, Common Practice” video program.

The role of the detainee trainee is one of a student. The detainee learns the educational material and then applies it to his or her assigned kitchen duties. Detainee workers are placed in positions that commensurate with their knowledge and abilities as determined by an interview conducted by supervisory personnel. Detainees advance by achieving appropriate levels of competency. Our supervisory personnel formally evaluate detainee performance on a routine basis by using and maintaining the Detainee Training Log, which becomes a part of the detainee’s kitchen work records.

It is the expectation that all food service workers, regardless of status, perform their duties in a safe, efficient manner and in accordance with all jurisdictional laws and regulations. Failure to comply with all food safety, sanitation, and approved kitchen procedures will result in disciplinary action

#### **5.6.4.4 Food Preparation (C6.4.4)**

##### **Ingredient Control and Processing Practices are as follows:**

- a. Only items used for production are removed from storage
- b. First-in-first-out stock rotation is practiced
- c. Issuing is done by stockroom person/cook supervisor to only authorized and assigned personnel
- d. Standard recipes are adjusted to the population of the facility and are closely followed
- e. Food production is scheduled (Production Records) according to need; leftovers are explained
- f. Staff/detainee workers are trained to perform required tasks
- g. Staff/detainee workers are properly supervised
- h. Authorization of ingredient variations by unit manager
- i. Ingredients are weighed and measured per recipe
- j. Fresh produce processing:
  - o Thorough water wash of all fruits and vegetables
  - o Immediate refrigeration of vegetable salads
  - o Sizing of raw fruits for eating to ensure portion control
  - o Weight of edible portion versus purchased raw product called for on Production Records adjusted
- k. Raw meat processing:
  - o Wash under cold, running water to remove old blood residue
  - o Separate work stations for beef and poultry
  - o Trim excess fat or discolored fat
  - o Portion/weight control of sliced meats checked
- l. Ingredient assembly:
  - o Staged and timed ingredient incorporation per standard recipes



- For realized blending, mixing, and other incorporation procedures followed
- Weight control of total raw ingredient combinations checked, i.e., yield of batch versus stated recipe yield

#### **Food Preparation (Production Methods)**

- a. Standard recipes extended to facility size
- b. Standard cooking methods, including temperature charts, in place
- c. Production records indicate:
  - Quantities of raw products
  - Freezer pull times
  - Cooking method and recipe number
  - Batching schedule to maximize batch cooking methods
  - Individual assigned and responsible
- d. Documented quality checks on flavor, texture and color (visual and taste)
- e. Food Production Manual, records are maintained daily
- f. Sanitary food-handling techniques are practiced

#### **Food Production**

Knowing how much to cook, providing clear instructions on how to produce items, and scheduling production, are basic to good food production systems. NetMenu assists in each area by automating processes and providing users with concise information. Menus specific to a facility are entered into the software and linked to all recipes required for the operation. Managers can easily print out recipes and production worksheets that are sized to the anticipated counts for a meal. If the counts change, new reports can be printed quickly. Worksheets include meal production instructions, pull sheets, and order guides. All worksheets and recipes are designed to aid unit personnel in managing their areas of responsibility. Procedures allow management to easily change and adjust menus to differing conditions.

After the meal is over, actual usage information is entered into NetMenu, allowing users to assess meals served and fine-tune production for future meals. Reports provide information ranging from a particular meal to overviews of periods of meals.

##### **5.6.4.5 Satellite Meal Service (C6.4.5)**

All meals being transported to satellite areas are prepared and packaged in appropriately marked and specially designed color-coded hard plastic trays with lids designed to withstand high heat or cold temperatures (i.e., Beige for regular meals, Green for vegetarian, and Black for Medical diets). This procedure assures proper temperatures are maintained and meals meet the local, PBNDS and ACA standards. Each meal is then labeled for the detainee's special need. All meals are accounted for by Trinity staff and transported in insulated carts along with an inventory of food and equipment by our personnel. Upon completion of the meal, security personnel inventory all items prior to transportation back to the food service department to be properly cleaned and sanitized.

##### **5.6.4.6 Special Diets (C6.4.6 & C6.4.7)**

Attention to the special dietary needs of the detainee population is a critical area of concern. The following management procedures shall be carried out by the on-site food service team:

- a. A high-quality Dietary Program that meets all the requirements of the client facility
- b. A Program that meets all standards set forth by the ACA and PBNDS.

- c. A Program that meets the recommendations of the National Academy of Sciences, Board of Medicine
- d. A Program that meets the recommendations of the National Commission on Correctional Health Care of the American Medical Association
- e. A Program that meets dietary guidelines set forth by the Academy of Nutrition and Dietetics and the American Diabetes Association

Team GPS Standard Restricted Diets	
Diet Type	Description
<b>Regular Menu Male/Female</b>	The standard menu provides calories, protein, vitamins and minerals for healthy adult. The caloric level is determined by contractual requirements
<b>Diabetic Diet-Consistent Carbohydrate</b>	Follows the regular menus as closely as possible with the modified portions to provide consistent carbohydrates throughout the day. Replace concentrated sweets with sugar free or lower sugar items. An HS snack is provided for insulin dependent diabetics
<b>Insulin Dependent Diabetic Diet-Calorie Controlled Menus available: 1800/2500 calorie</b>	Standard Diabetic Meal Plans for Insulin Diabetics-Diabetic/Calorie Controlled Diets. The menu follows the regular menu when possible using low fat preparation methods such as baking or broiling, and includes an HS snack. Diet parameters approximately 50% calories from carbohydrates, 20% calories from protein and 30% calories from fat. Please note: The HS snack provided is part of the caloric total of the diet.
<b>Low Fat/Cholesterol/Salt/Diet used for Hypertension, Hyperlipidemia, CHD, Non-Insulin Dependent Diabetes and Gall Bladder Problems</b>	Less than 30% of the calories derived from fat, less than 300mg Cholesterol, 3gm Sodium, and 30-35gm Dietary Fiber. The menu follows the regular menu when possible using low fat preparation methods such as baking or broiling
<b>High Fiber</b>	Provides an additional 1 cup of cooked dried beans per day to supplement dietary fiber content of daily meals
<b>Dental Mechanical</b>	The menu has been mechanically manipulated to meet the needs of detainees with limited chewing abilities. No supplementation is necessary
<b>Clear Liquid</b>	Provides transparent fluids and glucose for energy. Expires after 3 days. Used only to provide hydration and energy for pre-test, flu, or post-operative conditions
<b>Full Liquid or Long Term Full Liquid</b>	Diet composed of fluid or semi-fluid easily digestible foods. Intended to be a transitional diet, will be low in fiber and nutrients used exclusively for extended periods of time. Used post surgically or in cases of limited chewing abilities. The caloric variance is because of the addition of two high calorie shakes for full liquid diets or broken jaw diets for long term use. Expires after 5 days, if need longer Long Term Full Liquid Diet should be ordered
<b>Enhanced Calorie/Protein</b>	Suitable for pregnancy or situations unintentional, significant weight loss secondary to a disease process. The regular menu is served with an HS snack. Additional portions at meals may be provided, based on calorie/protein content of the regular menu
<b>Renal Renal Disease Diet Renal Dialysis Diet</b>	Limits, as appropriate for each diet, the quantity of protein, sodium, and potassium provided daily
<b>Gluten Free</b>	A gluten free meal plan is used to enable use of regular menu items as much as possible. The meal plan eliminates gluten containing foods” wheat, rye, barley, and oats



#### 5.6.4.7 Meal Service – New Arrivals, ICE Air Operations and Unscheduled Meals

Team GPS will keep sufficient sack lunches per day on hand for the feeding of detainees who arrive at or depart from EPSPC after or between food serving hours. Detainees that are processed in as new arrivals, after normal operating hours, who have not eaten a meal in accordance with PBNDS and ACA standards will be given a sack lunch. Sack lunches will be made within the specifications of ICE Air Operations. A procedure will be established that allows the Government to notify Team GPS one day before the bag meals will be needed; however, sack lunches will be made at the discretion of ICE in emergency situations with less notice. An adequate supply of sack lunches will be kept on hand to address any unscheduled meal requirements. Team GPS Food Service staff prepares and stores these meals for pick up and utilization at ICE discretion. These meals are documented and logged into the daily meal count totals. All bag lunches are color coded by production day to ensure that proper First In First Out (FIFO) procedures are met and color-coded to ensure food safety.

#### 5.6.4.8 Meal Service – Emergency Food Services Plan (C6.4.8)

Our policy is to be prepared to serve all meals as scheduled despite emergency situations, such as power loss, fire, detainee lockdown, or local disaster.

Each Food Service Department is required to have a written plan that outlines its particular needs in the event of a disaster or an emergency situation. At a minimum, a fifteen day supply of food and water, which will also include a 15 fifteen day supply of disposable service ware will be available at all times. Additional supplies of those items that would be needed the most in an emergency are also kept onsite; the amount and scope vary with the size and complexity of the individual facility and will be coordinated with the Facility Administrator.

Supplemental staff from units closest to the one(s) affected, would provide assistance, if required. Unit staff are on 24-hour alert. If needed, a self-contained refrigerated vehicle will be supplied. It is the duty of the unit's Food Service Director, in consultation with the client, to determine the steps to be taken.

#### Emergency Preparedness

The following is a recommended, generalized amount of product that should be on hand at all times in the facility. The stock can either be intermingled with the general inventory or can be separated. If it is separated (i.e. on separate pallets) then the stock must be rotated into the general inventory and used every three months. Naturally, the emergency stock would have to be replaced at that time.

Recommended Emergency Stock Levels	
Food Group	Amount On Hand
Assorted Frozen Vegetables	15 day supply
Frozen Entrées	15 day supply
Frozen Poultry	15 day supply
Frozen Fish	15 day supply
Frozen Meats	15 day supply
Fresh Milks and Dairy Items	1-1/2 day supply (daily delivery)
Prepared Vegetables and Potatoes	2-1/2 day supply
Frozen Desserts	15 day supply
Frozen Juices	15 day supply
Canned Products	15 day supply
Dry Staples, Groceries	15 day supply



Recommended Emergency Stock Levels	
Food Group	Amount On Hand
Cleaning Supplies	15 day supply
Bread and Rolls	1-1/2 day supply (daily delivery)
<i>Emergency amount on hand will comply per client agreement.</i>	

### General Food Service Emergency Procedures

- Whenever possible, normal operating procedures and schedules will be followed.
- At the discretion of the Food Service Director/Unit Manager or his representative, Food Service employees will be subject to call-in to provide staffing on a 24-hour basis.
- Meal Service:
  - By mutual agreement, the Food Service Director or his representative and the Facility Commander, may change the meal hours based on the extent of the emergency.
  - In the event of power failure, a one-day menu is available.
- Disposable utensils, trays, and flatware are available in the event that the emergency warrants their use. The decision to use the disposable service ware or a portion of it will be the responsibility of the Food Service Director/Unit Manager or his representative, in conjunction with the Facility Commander.
- A minimum fifteen-day stock of food and supplies are on hand at all times, however, this needs to be confirmed by the Agreement between Trinity and the facility. Resupply may be accomplished by phoning the authorized vendors, or if there is a problem with delivery, other nearby Trinity units will provide assistance.
- Instruction in emergency procedures will be provided for employees in routine training sessions

#### 5.6.4.9 Sanitation (C6.4.9)

The implementation of standards for safety and sanitation in a food service program is critical to the ultimate success of the entire program. We know that your facility recognizes the importance of this aspect of the service.

The Sanitation and Safety Program must be closely monitored. The fact that the ACA has devoted a section of the Food Service Chapter in its ACA Standards Program to this subject, underscores its importance. Municipal agencies at the city, county, state, and federal levels have developed rating systems and inspection procedures to monitor this element of food service. Our systems and procedures exceed the levels of compliance mandated by inspecting and governing agencies. Working with the appropriate personnel at each facility, the county and district manager will establish daily, weekly, monthly, and quarterly cleaning schedules.

A sanitation program is more than cleaning schedules and without a doubt; they are a critically important element. The equipment and work areas must be maintained at the highest level of cleanliness; however, it does not stop with the facility and its equipment. Sanitary standards are also established for the personnel within the unit. Food-handling procedures must be initiated and monitored for:

- Receiving
- Inventory
- Rotation



- d. Dry, refrigerated and frozen storage
- e. Food transport
- f. Garbage removal
- g. Pest control
- h. Other elements that closely affect any food service operation

Our plan for your facility provides for a program that includes regularly scheduled cleaning, preventative maintenance, and initial and ongoing employee training that will ensure the standards implemented will continue at optimum levels.

#### **5.6.4.9.1. Pest Control (C6.4.9.1)**

To ensure a sanitary and pest free environment, Team GPS will establish, monitor and maintain a monthly pest control system for the Food Service area and contract with a local certified exterminator who has been approved by the COR or designated ICE official. GPS will ensure that all areas of the Food Service Department, to include warehouses, food preparation areas, dining areas and outer perimeter of the food service building is properly sprayed in accordance with federal and state regulations. Team GPS monitors for pests on a daily basis. Manager, supervisor, and QA/QC inspections ensure that food service operations are not affected by pestilence. All Pest Control Services will be documented and readily available for examination. Any signs of infestation will be reported to the COR and promptly addressed.

#### **5.6.4.10 Ordering (C6.4.10)**

##### **Purchasing**

- a. Purchasing specifications:
  - o Clear, concise description of item
  - o Clear, concise purpose of item on menu
  - o Unit size, packaging requirements
  - o Grades or quality standards stated
  - o Copy of specifications to Vendor
- b. Seasonal and quantity buys are made
- c. Bid solicitations made to various vendors or prime vendor system in place and monitored for compliance
- d. Bills are submitted quickly for payment
- e. Quantities required for par stock are stated
- f. Completed orders placed with vendors are sent to warehouse for receiving procedure

##### **Inventory and Ordering**

Managing inventory and ordering correctly are two critical functions in any food service operation. NetMenu automates many processes and helps ensure that unit management will have adequate products on hand at all times. Inventory management allows employees to track and control their inventory, ensuring that the proper amounts of products are used on a timely basis. Order management allows appropriate interaction with vendors to ensure timely ordering of items in the proper quantities necessary to produce the menu. NetMenu provides a link directly to many vendors' automated order entry systems, thus further easing the ordering process.

#### **5.6.4.11 Receipt, Storage, Inventory and Accounting (C6.4.11)**

##### **Receiving**

- a. Purchasing specifications with quality measures and receiving information are available
- b. Completed orders for each vendor, available in writing from buyer
- c. Shipments checked, quality standards meet
- d. 100 percent of meat items
- e. Invoice extensions are verified
- f. All food cases are dated when received
- g. Proper receiving equipment is used
- h. Trained personnel perform all receiving
- i. Items are placed in storage promptly
- j. Unacceptable items are refused and credit noted on the invoice
- k. Spot checks are made:
  - o Portion-controlled items are checked to ensure that the allowance specified are met
  - o Meats, chickens, etc. are unboxed and weight is verified
  - o Cartons of fresh fruits and vegetables are checked for count and quality throughout container

*We never accept weights stamped on a box or container if it can be opened, weighed, or counted.*

### **Storage**

- a. First-in-first-out stock rotation method used
- b. Food is stored away from walls and
- c. off the floor
- d. Pest control measures are taken
- e. Proper storage temperatures are maintained
  - o Dry storage: 70°F
  - o Refrigerated storage: 35 - 40°F
  - o Freezer storage: 0 to -10°F
- f. All storage areas are locked
- g. A proper sanitation program is followed
- h. Temperatures of all refrigerated storage is logged
- i. Weekly inventory counted by someone other than the staff member responsible for storage
- j. Controlled items are secured
- k. Inventory evaluation and control record-keeping procedures are followed
- l. Chemicals, paper supplies, and food are stored in separate areas
- m. Inventory issued only to authorized staff, never to detainees

### **Inventory and Ordering**

Managing inventory and ordering correctly are two critical functions in any food service operation. NetMenu automates many processes and helps ensure that unit management will have adequate products on hand at all times. Inventory management allows employees to track and control their inventory, ensuring that the proper amounts of products are used on a timely basis. Order management allows appropriate interaction with vendors to ensure timely ordering of items in the proper quantities necessary to produce the menu. NetMenu provides a link directly to many vendors' automated order entry systems, thus further easing the ordering process.



## **Accounting**

Team GPS teammate Trinity has developed an integrated computerized reporting and accounting system specifically for the corrections environment. The system gives management all the information they need to operate an efficient food service operation, without tying them to their computers. Using the system, Managers are able to:

- a. Enter goods received and vendor invoices
- b. Input and track payroll
- c. Enter inventory each week
- d. Enter meal count data
- e. Generate client invoices
- f. Track budgetary matters
- g. Correspond as needed, via e-mail
- h. Receive online support, as needed
- i. Access the corrections support system, complete with forms and policies
- j. Perform many other functions, as needed.

Our administrative and production based software solution offers an enterprise based platform which is supported centrally, while allowing for an infinite amount of variables to address specific needs of a single food service location.

## **NetMenu**

NetMenu is our proprietary back-office food management program that is designed specifically for correctional operations and supported centrally. This web-based software allows users to control and manage all aspects of their food service responsibilities in a user-friendly environment. NetMenu handles management functions that include:

- a. Food Production Management
- b. Inventory/Ordering Management
- c. Voucher/Invoice/Requisition Management

We have built a support team dedicated to assisting our associates in using NetMenu. Their duties include training, database development, program support, and manual/document development. Our secure support website provides a repository for training tools, documents and interactive aids, and information to assist associates in using the program. We have an ongoing mission of further developing NetMenu to better fit the needs of our correctional market and provide more services to users of the program.

NetMenu is compatible with the newest operating systems, and operates via a web-connection. It is capable of answering the needs of facilities, from small operations to large, complex, multi-layered operations.

### **5.6.4.12 Key, Knife, and Tool Control (C6.4.12)**

All Class A and Class B contraband shall be kept in a shadow box and/or closely controlled storage. (Shadow boxes will be inventoried into a bound logbook three times a day.) Secured storage area will be inventoried daily.

Contraband	
Class A Contraband (Any tool or item that will assist in an escape)	Class B Contraband (Tools that can become weapons)
<ul style="list-style-type: none"> <li>• Knives</li> <li>• Cleaver</li> <li>• Band saw blade</li> <li>• Blades from a bread slicing machine</li> <li>• Vertical cutter blade</li> <li>• Food cutter blade</li> <li>• Cutting parts from the meat grinder</li> <li>• Gasoline or other explosives</li> <li>• Acid</li> </ul>	<ul style="list-style-type: none"> <li>• Hammers</li> <li>• Serving utensils</li> <li>• Screwdrivers</li> </ul>

A knife and tool cabinet equipped with a shadow board and adequate locking device shall be conveniently located in the Food Services Department. All hazardous knives and tools will be marked with an identification symbol. A complete and accurate inventory will be maintained in duplicate. One copy will be kept in the Food Services Department and another in the Chief Correctional Supervisor's office. Local institutional policy might also require that a copy of the inventory be kept in the central tool room.

The Food Service Director will survey and properly dispose of all broken or worn out tools and arrange for their replacement. When a knife or tool is lost or misplaced, the Food Service Manager and Chief Correctional Supervisor shall be notified immediately. A detainee who may have had access to the tool will be held in the department until a thorough search has been made. A written, dated report to the Chief of Correctional Supervision will be made covering the details of the loss of tool or knife.

### Hot Items

All of the following commodities must be closely controlled, by keeping them in secure storage, because the detainee population has developed a use for them that could jeopardize health and security.

- a. Coffee
- b. Sugar
- c. Extracts
- d. Nutmeg or spices of saffron flower
- e. Caustic spices
- f. Waterproof polyethylene bags (bread bags)
- g. Hallucinogenic materials (glue, gasoline, solvents)
- h. Yeast (Yeast is handled and disbursed only by a food service staff member. It is kept under close supervision until it is incorporated into the item being prepared. A metal box with a secure lock is provided, in a refrigerated area, for yeast storage. An inventory record is kept in the box, indicating date and quantity of issue, recipients, the balance on hand, and the initials of the supervisor making the entry.)

The statement of principle given at the beginning of the Food Service Worker manual clearly places full responsibility for custody and security on all food service personnel. This is an underscored obligation that cannot be disregarded or delegated. Under no circumstance shall a food service employee fail to take proper correctional action. Neglect in this respect is considered a serious violation of these policies and procedures. A food service employee or



his/her position in the institution does not make him/her less responsible for custody matters than the correctional Officer. Situations in which a food service employee defaults on his/her custody responsibility in favor of some action to be taken by a correctional Officer, are inexcusable.

Money, including small change, can be used to buy contraband from the free world. Detainees are not allowed to possess currency, and staff should not bring it into the institution, unless a secured locker is provided. Currency and credit cards must be placed in secured lockers when staff are in detainee contact areas.

In addition to the inspections conducted by the QC team, the Food Service Personnel will ensure proper quality is maintained in all areas of responsibility. The utensil cabinet will be inspected before the delivery of each meal. All items must be signed back in and accounted for. No items are to be left out when food delivery is being conducted. All items must be accounted for before staff leaves assigned shift, or allowing detainees to leave the area. Any discrepancies must be reported immediately to the Food Service Manager, Assistant Food Service Manager or the Cook supervising the shift and the Kitchen Detention Officer. A thorough search of the kitchen area will be instigated immediately. All trash cans, coolers, freezers, storage areas, work areas and dumpsters will be searched. If the utensil is not found, the Senior Immigration Enforcement Agent on duty and the COR will be notified by the shift commander before detainees are released from the kitchen. Food service staff will then follow his or her direction.

#### ***5.6.4.12.1. Contraband Interdiction***

Team GPS staff is fully trained and are aware of the prohibition against bringing any contraband into the facility. All staff sign a code of ethics that explains in detail what they cannot do at the facility. Any violation of this policy may lead to automatic dismissal from employment with Team GPS and teammate subcontractors. Employees may be subject to random searches by Team GPS and/or ICE management.

Team GPS accounts for all Government property and assures that all items are secured, when not in use and at the end of each day as per our closing checklists.

#### **5.6.4.13 Equipment Maintenance and Repair Inventory (C6.4.13)**

All equipment that is provided by the Government is maintained by the Government through the Facility Maintenance Department, or an outside contractor, which allows for general repairs to be made. In the event that Team GPS employees damage a piece of equipment through neglect, or misuse, we will repair or replace the piece of equipment as required. Team GPS will notify the facility maintenance department and the COR of any repairs required through a work order system.

All Government Furnished Equipment is photographed, inventoried, and accounted for upon startup of the contract. This inventory is conducted by the COR and a member of the Team GPS management team. Thereafter an annual inventory of Government Furnished Equipment is conducted by Team GPS and the COR.

#### **5.6.4.14 Employee Meal Purchase Program (Meal Ticket Program) (C6.4.14)**

The Team GPS management team has managed the employee meal purchase program for several ICE detention centers. We have policies and procedures in place for accounting for employee meals and funds received for the purchase of meals by staff members and guests/visitors to the facility. As directed by the Government, Team GPS will provide a staff meal purchase program



at EPSPC and will manage the Meal Ticket Program. Staff may purchase tickets through the EPSPC administration, or from the Team GPS Food Service Office. All ICE/ERO staff and guests, including medical and security personnel, may participate in the facility's Meal Ticket Program as "employees." Employees will be able to purchase breakfast, lunch and dinner meal tickets at a cost not to exceed the facility's average meal cost. Staff who purchase meals will report to the kitchen area between the designated meal times to receive a staff meal. Such meal service is documented in the daily meal report.

#### **5.6.4.15 Food Service Deliverables**

Team GPS has reviewed the deliverables listed in Section E.4 of the RFP, and we are highly experienced through provision of these requirements at PIDC, VFDF, BFDF, FSPC, and ECSPC. We have all of our report forms and reports developed and in place.

#### **5.6.4.16 Recycling**

Team GPS will coordinate our recycling program with the Government. Trash generated by kitchen operations will be sorted and placed in the appropriate Government provided bins.

#### **5.6.4.17 Quality Assurance/Quality Control (QA/QC) Inspections**

Our policy is to provide quality food service to the correctional environment. This means, the staff is constantly on alert, monitoring all phases of food production and service, which includes purchasing, receiving and storage food. The result is a high-quality, safe menu for detainees at an affordable price for the facility.

### **Quality Assurance Program**

A Quality Assurance program is in effect in all our facilities and encompasses all aspects of the food service operation. If one step of an operation does not meet the stated standard, immediate corrective action is performed by on-site management. A facility may require a tailored version of the standards to meet the unique requirements of their physical plant or contract. Quarterly audit procedures, document the effectiveness of each system. Our quality assurance program is based on the ACA Standards.

### **Food Safety Policy**

In order to maintain our position as a premier food service management company and achieve our business objectives, we believe it is essential that food safety becomes an intrinsic part of our business plan. We understand that the prevention of food borne illness and good sanitation practices bring tangible benefits to our work force, clients, shareholders, and company. By maintaining an effective food safety policy, legal obligations are met and due diligence within the organization is performed. Each site is required to have a unique document (or Food Safety Manual) dedicated to food safety and sanitation practices, which contains policies, operating procedures, and technical resources. In addition, each unit manager is responsible for monitoring his or her unit's food safety and sanitation procedures and for performing a monthly food safety inspection. Unit managers are also responsible to correct any deficiencies noted on self-inspections.

### **Quality Assurance Tools**

Our quality assurance standards are based on the FDA Food Code and are housed in the comprehensive Quality Assurance Standards and Solutions Manual, including Standard Operating Procedures (SOPs), Sanitation Standard Operating Procedures (SSOPs), and HACCP



compliance plans. Unique to this manual is the identification of detailed solutions and helpful information for each standard.

### **Quality Assurance Manual**

Another component of our Quality Assurance program is Team GPS teammate Trinity's Quality Assurance Manual. A copy of this manual is available for reference at each operating site. The manual contains HACCP signage to be posted in the units as reminders to staff. Copies of the signage are available for download by Food Service Directors at any time.

## **5.7 POST ORDERS (C.7)**

We understand that all Post Orders for EPSPC were previously provided by the Government. The Team GPS management team has developed Post Orders for five different DHS-ICE detention facilities including PIDC, BFDF, VFDF, ECSPC and FSPC. Post orders provide exacting procedures for the tasks required for each individual post. Our post orders comply with DHS-ICE standards and contain multiple sections. Each Officer is required to read the post order upon assuming post and to sign a post order acknowledgement signature sheet as verification of having done so. Our post orders are written per PBNDS 2.9 "Post Orders" and ACA Standard 4-ALDF-2A-04 to include the following:

- a. **Section 1:** Specific post orders, listing activities chronologically, with responsibilities clearly defined; Housing Unit Post Orders will provide an event listing.
- b. **Section 2:** Special instructions, if any, relating to the specific post; this section also contains a Quality Assurance check list of all routine, repetitive tasks required on a daily basis as a memory aid.
- c. **Section 3:** General post orders applicable to all posts;
- d. **Section 4:** Memoranda changing or updating the post orders;
- e. **Section 5:** ICE/ERO detention standards and policies and facility practices relevant to the post; and
- f. **Section 6:** Review and signature form, dated and with the Officer's name printed and signed.

We provide a Post Order Binder at each post that contains the post orders and a daily acknowledgement signature sheet. Officers are required to read and acknowledge their post order *daily upon assuming the post*, regardless of whether or not they have previously stood the post. Relief Officers are also required to acknowledge post orders when temporarily relieving a post. Supervisors and Quality Assurance staff verify these signatures during daily post inspections, and initial the daily acknowledgement signature sheet as well.

Post Orders/Binders will be maintained by two Team GPS ACA Compliance Officers. Our Project Manager and other senior managers will review the post orders annually and provide suggestions to the COR as appropriate for modifications. Throughout performance, we will make any required updates issued by the COR as they occur.

Our OJT syllabus includes Post Orders. Officers read several selected post orders and are tested upon the contents. During the "on post" part of training, they "shadow" senior and experienced Officers and witness the implementation of the post orders in the detention environment.



Post order binders contain a printed warning on the binder cover that states they are not to be removed from the post/facility or reproduced unless specifically authorized in writing by the COR.

Strict compliance with post orders is emphasized daily by our managers and Supervisors to our detention staff. Officers receive discipline for failure to follow their post orders.

## **5.8 LOG BOOKS (C8)**

Team GPS provides a log book (supplied by the Government) at each post that Officers use to document completion of their daily tasking, including:

- a. Turnover of the Post
- b. Accountability and status of all detainees in the area
- c. Accountability of all post equipment, logbooks, SOPs, Personal Protection Equipment
- d. Completion of specific tasks indicated in their post orders such as detainee counts, shakedowns, detainee movement in/out, and reasons for departure of detainees, such as “out to medical”
- e. Notations in red ink will indicate any unusual event, incident or drill
- f. Manager, Supervisor, ICE staff, or visitors presence upon the post (these entries are noted in red ink)
- g. Arrival, departure and transport of a detainee
- h. Security checks, meals, recreation, religious services, etc.

Logbooks are handwritten in black ink, with no erasures or whited-out entries. Erroneous log entries will have a single line drawn through the mistake and the staff member will initial above the correction. The importance of Logbooks is emphasized on a daily basis through Quality Assurance Manager and Supervisory Post Checks, muster information, and during initial and refresher training. Failure to complete required log entries and signing the log is a disciplinary offense.

Post orders also contain instructions to Officers concerning logbook entry requirements, and Officers are required to daily review and acknowledge in their logbooks that they have read their post orders. Logbooks are treated as “legal” documents, and the correct method for making entries and corrections is meticulously observed by our staff. Logbooks are kept secured under direct supervision to protect against access by detainees and other persons not authorized to view them; closed out log books are kept in the unit core for seven days and then sent to the Compliance Office for storage in lockable containers.

Shift Supervisors inspect logbooks on each shift and are submitted to our Quality Assurance inspectors as part of our Quality Assurance Program. Logbooks are retained for the entire duration of the contract and then turned over to the Government.

### **5.8.1 Team GPS’ DIMES™ Technology**

#### **Detention Intelligence & Management Efficiency System (DIMES™)**

GPS has designed and developed an innovative detention management system that provides the ability to retrieve and disseminate critical and operationally sensitive information anytime, anywhere from a secure system. Our Detention Intelligence & Management Efficiency System



(DIMES™) allows Team GPS and ICE personnel to access reports, metrics, deliverables, plans, and schedules via its secure, cloud-based platform, via its iDash module while the iTrack module monitors the location of both detainees and Detention Officers in real time.

### **iDash**

DIMES™ iDash (Intelligent Dashboard) interface provides a cloud-based repository for critical facility and operational information including Log Books. All reports and information that iDash can be used for are customizable and tailored to every client individually. This gives Team GPS the ability to create a secure, EPSPC-specific storehouse of operational information that includes, but is not limited to the following:

- Daily Reports
- Incidents / Logs
- Operational Status
- Performance Metrics
- Audit Results
- Project Accomplishments
- Corrective Actions
- Transition Milestones

iDash's single-site management platform provides Team GPS management, supervisory staff, and ICE personnel an extensive suite of capabilities to efficiently manage contract operations 24/7. Furthermore, iDash reduces the amount of time required to disseminate information to contractor, ICE and DHS agency personnel allowing Team GPS to utilize our resources more efficiently in support of contract operations. iDash also provides significant value through contract transparency and accountability to both ICE and Team GPS management.

## **5.9 FACILITY SECURITY AND CONTROL (C9)**

Team GPS is highly familiar with Security and Control procedures specified in PBNDS and ACA standards, as well as various DHS-ICE Policies, Directives and Post Orders through our management team's involvement regarding these duties at PIDC and FSPC, and previous performance at ECSPC, BFDF and VFDF. Our Officers perform, on a daily basis, control functions relative to all of the posts required at EPSPC. The Team GPS management team has quickly and competently responded to any ICE performance concern and rapidly resolved any issues to client satisfaction. Our success has been the direct result of our dedicated approach to training, frequent quality assurance and Supervisory checks, and holding employees accountable for their actions through disciplinary measures.

### **5.9.1 Admission and Release (C9.1)**

PBNDS 2.1 "Admission and Release", ACA Standard 4-ALDF-2A-19 through 26, and Facility Policies and Procedures serve as our guidance for in/out processing.

Through our management team's experience at PIDC and FSPC, and previous performance at ECSPC, BFDF and VFDF, Team GPS is highly familiar with processing detainees in and out of the facility. We create detainee records for each detainee admitted, ensuring all required documents are completed.

Under the direct supervision of the Processing Supervisor, processing Officers will ensure that all newly arrived detainees are kept segregated from the general population until processing is completed. Processing will be completed within 12 hours of a detainee's arrival at the facility. The following procedures will be utilized in processing detainees for Admission and Release:

#### **5.9.1.1 In-Processing Procedures**

1. Ensure that TOs or law enforcement Officers delivering detainees do not enter the secure area with any weapons.
2. Follow in-processing checklist. (This list contains all the PBNDS 2.1 "expected practices" in a check-off format to ensure all actions have been completed for each detainee.)
3. Provide an orientation briefing to new arrivals, providing translation service, if required; ensure that the telephone system is fully explained/demonstrated.
4. Ensure all new arrivals are pat-searched for contraband before being placed in holding area/cell. (A meal is ordered for the detainee if he/she will be in holding for more than 6 hours.)
5. Ensure that all proper documentation is present, appropriate and signed.
6. Enter new arrival in the Processing logbook.
7. Fingerprint new arrivals.
8. Construct detention file.
  - a. Create labels with detainee name
    - Left side: (Top to Bottom):
    - I-213 or I-247; property checklist packet, medical screening, release checklist, initial and secondary classification assessment form.
  - b. Right side: (Top to Bottom):
    - Booking Card (I-385)
    - (Top left corner) G-589 receipts
    - 4-shot picture; I-77 Property Receipts Tags
9. Release detainee out of the Deportable Alien Control System (DACS) and the Automated Biometric Identification System (IDENT) (SIEA Function).
10. Ensure copies of I-213 and I-862 Notice to Appear (NTA) from the A file are placed in the detention file.
11. Interview and classify detainees. Our processing Officers will classify detainees utilizing PBNDS 2.2 Custody Classification System to classify incoming detainees. We understand that detainees may question their classification and that final classification decisions will be reviewed by ICE through a Detainee Appeals process.
12. Provide hygiene items and shower.
13. Issue uniform (color based on classification), and detainee handbooks (ICE National Detainee Handbook and EPSPC Local Supplement (if applicable)). Verify dorm/bed assignment with Supervisor.
14. Issue ID cards and attach wristband on detainee.
15. Enter detainee information into DACS and IDENT and annotate the file. (If authorized access by ICE.)
16. Complete G-589, ensuring money (foreign currency) and valuables are properly listed; valuables will be secured following established procedures.



17. Establish Detainee Commissary Account and deposit therein any/all US currency/funds in detainee's possession, providing a receipt to the detainee.
18. Instruct detainee to shower and change into uniform before being placed in the designated holding area.
19. Order meals for all new arrivals if necessary.
20. Take photograph of new arrival.
21. Ensure detainee's personal clothing and property is inventoried and secured in a property bin following established procedures.
22. Notify medical of new arrival. Place detainee in holding cell to await medical.
23. After medical screening and clearance (and completion of health questionnaire), the detainee is escorted to appropriate housing unit.
24. Make sure all signatures (both detainee and Officer) are present in various places on forms as necessary.
25. Issue detainee bed linens, towels, foot wear and personal hygiene items.
26. After detainee has been processed in and the log Officer has checked the file, the dormitory card and medical form ID are placed in the SIEA "Incoming" box.
27. Forward detention files and "A" file to Processing Desk and SIEA, following established procedures.

#### **5.9.1.2 Out-Processing Procedures**

1. Follow out-processing checklist.
2. Verify the ID of the detainee (Face-to-Photo and wristband).
3. Sight the detainee's I-77 and verify/match the control number to the detainee's property bag.
4. With detainee present, unseal detainee property and instruct detainee to change into his own clothing.
5. Ensure uniform and all other reusable Government property, including detainee handbooks, is returned by the detainee (detainee handbooks are marked and issued according the assigned bed).
6. Return valuables (including any foreign currency) to detainee based on cashless system; obtain detainee's signature for receipt.
7. Allow detainee to withdraw any remaining funds in his/her Commissary Account.
8. For valuables, the detainee must sign the blue copy of the G-589 (property receipt) and should be stapled to the pink before forwarding to the desk Officer. White copy is stapled in the detention file.
9. Fingerprint detainee using the I-385, "Booking card" (ensure the prints match initial book-in prints).
10. Fill out I-385 booking card (e.g., Released to; Released by; Date released).
11. Place detainee fingerprints on the warrant of removal and detainee warning letter and complete any other necessary release paperwork.
12. Photograph detainee.
13. Prepare the document envelope.
14. Make sure all signatures (both detainee and Officer) are present in various places as necessary.
15. Submit the completed Release Verification Sheet for final approval from the SIEA.
16. When the detainee has left the facility complete the following:



- a. Enter detainee release information in processing logbook.
  - b. Release detainee out of DACS and IDENT (SIEA Function).
  - c. Remove detainee name from the population sheet and bin list.
17. After the detainee has been completely processed out, the detention file is forwarded to the Processing Desk. File will be closed out in the G-589 program before being filed in the file room.
18. For detainees who were placed in SMU, further processing is required.

#### **5.9.1.3 Classification System/Process**

Team GPS will ensure that all detainees are classified by our Processing Classification Officers upon arrival and before being admitted into the general population of the facility in accordance with PBNDS 2.2 “Custody Classification System”, ACA Standards 4-ALDF-2A-30 through 36, and Facility Policies and Procedures. Detainees are classified as Low, Low Medium, High Medium, or High Risk Detainees for the purpose of housing assignments and other functions. We will ensure that High Medium and High Risk Detainees are never mixed with Low or Low Medium security detainees.

Our Processing Officers are carefully trained to review documents and conduct interviews with detainees to accomplish classification, with a final review provided by the processing Supervisor. Depending upon the limit of our authority, we will consult with the SIEA, if required for final classification of detainees. Detainees may appeal a classification decision through the grievance process. If some reason, such as lack of documentation, a detainee cannot be classified, we ensure the detainee remains segregated from the general population pending final classification.

We will utilize the ICE Custody Classification Worksheet to ensure we systematically “score” information on each detainee classified. Detainees are then assigned housing and accorded privileges based on their classification level. If we receive a detainee that has already been classified by an ICE Field Office, we will consult with the SIEA regarding the continuance of that classification. During the classification process, we will utilize all available information such as ICE automated records systems, criminal history checks, and other sources of information.

In the case of transgender individuals, we will consider the detainee’s gender self-identification and consult with a medical or mental health professional before making final classification and housing assignment consistent with the safety and security considerations of the facility.

As necessary, we will utilize a Team GPS-provided translation service, to ensure clear communications during the classification process.

#### **5.9.2 Discipline (C9.2)**

PBNDS 3.1 “Disciplinary System”, ACA Standard 4-ALDF-3A-01 and 02, and Facility Policies and Procedures provide our guidance for the administration of detainee discipline.

Team GPS Detention Officers are provided both basic and refresher training on detainee rights, rules, discipline, and privileges. Observance of those rights is a critical duty for all detention staff to support the ERO mission of providing humane treatment to detained individuals. The Detainee Handbook is mandatory reading for all staff, as are post orders and general directives that address detainee rights, rules, discipline and privileges.



Detainees will be informed of facility rules and regulations, prohibited acts, disciplinary sanctions that may be imposed, their rights in the disciplinary system and the procedure for appealing disciplinary findings during orientation lectures provided to new arrivals.

Team GPS staff will participate in the EPSPC disciplinary process as authorized by the Facility Director; we will provide members for the Unit Disciplinary Committee (UDC) and Institution Disciplinary Panel (IDP), if required. We understand that, per PBNDS 3.1 “Disciplinary System” that sanctions can be imposed upon detainees for violations of facility rules and the commission of offenses, only after the incident is reviewed by the UDC (for “high and low moderate” offenses) and/or IDP (for “greatest and high” level offenses).

Our Detention Officers will observe and report any offense that violates Facility Policy, or criminal infraction. We understand that these reports will serve as a basis for review by the UDC or IDP, and that different levels of sanctions are reserved by these entities.

No Team GPS Supervisor or Officer will impose sanctions without the ruling of the UDC or IDP. However, appropriate tactics will be employed to keep order, including reminding detainees that their behavior could lead to a delay in proceedings. ICE will have the final ruling on the findings.

Our Officers are trained to observe and report detainee behavior that equates to disciplinary infractions. However, they are also trained to expect frustration, outbursts, and other untoward behavior on a daily basis, and to deal with such behavior through their personal conduct, resolving minor transgressions informally. We emphasize in training, and through our leaders, that while we sympathize and empathize with detainees’ circumstances, bad conduct is not tolerated. Our Officers will utilize their skills to quickly restore order through their own professional conduct, resorting to formal reports when lesser means of correcting behavior have failed.

### **5.9.3     Direct Supervision of Detainees (C9.3)**

PBNDS 2.4 “Facility Security and Control,” ACA Standards 4-ALDF-2A-01 through 13, and Facility Policies and Procedures provide our guidance for providing direct supervision of detainees.

Team GPS detention staff will maintain constant security, safe conditions, and close supervision of detainees within the EPSPC, during transport, and while attending court proceedings, while hospitalized and while at other locations as determined by the COR. Direct supervision involves the ability to see and hear detainees, and requires our Officers to maintain a vigilant demeanor in all areas of the facility or off-site environment. Failing to properly supervise detainees will result in severe staff discipline up to and including termination, depending upon the direct outcome of such failure.

### **5.9.4     Counts (C9.4)**

PBNDS 2.8 “Population Counts,” ACA Standard 4-ALDF-2A-16 and 17, and Facility Policies and Procedures provide our guidance in performing the daily counts required. Clearing the count is “job one” as a function of preventing escapes. Ensuring that no detainee is ever unaccounted for is the object of our efforts to provide safe and secure detention operations. Our count procedure is illustrated below.



Team GPS will ensure that facility population counts are conducted within established procedures and at times required. At least five counts are conducted daily with a Face-to-Photo count conducted after the evening meal and at least one count per shift. We will enhance the accuracy and timeliness of the count through the following measures:

**Daily Emphasis:** During each shift muster our Supervisors will emphasize the criticality of “clearing the count.” During shift housing unit inspections, GPS supervisors will ensure that detention staff understand the importance of detainee accountability and reinforce facility Standard Operating Procedures (SOP) on count procedures. Supervisors will ensure that post orders are signed and dated, thus ensuring staff have read all aspects of the SOP, including counts. Quality Assurance Staff will conduct “on the spot” verbal tests for detention staff to ensure that all staff are subject matter experts on count procedures. **Staff will also receive continuous facility count procedure training through the GPS Safe Train Cards Program.** Detainee names and alien numbers will be verified during the daily face-to-photo count, validated against detainee records such as the Bed Dorm Card.

**Supervision:** We have established an effective method of count supervision and are constantly refining the process. Our procedures include the stationing of Supervisors at critical positions during the count to ensure proper procedures are followed. All Supervisors play an active role in supervising the count to ensure accuracy and timeliness, and our Shift Captain, or Assistant Project Manager station themselves in the Control Center to oversee the process.

If approved by the Contracting Office, Team GPS’ DIMES™ iDash (Intelligent Dashboard) interface provides a cloud-based repository for critical facility and operational information. iDash gives Team GPS the ability to create a secure, EPSPC-specific storehouse of operational information that includes historical count information. The iDash and iTrack technology will enhance the accuracy and timeliness of detainee headcounts by providing immediate count validation.

During all counts, a GPS supervisor will be stationed in the Control Center, while another supervisor will be roving through the housing units, addressing any issue that may surface. The Team GPS supervisor in the Control Center will oversee the facility count and ensure that the count operation is conducted per EPSPC Standard Operating Procedures (SOP). The GPS supervisor roving the housing units will ensure that the housing unit officers are following EPSPC SOP and verify that all count slips are filled out properly and accurately. Both Supervisors will verify and sign all the count slips to ensure accuracy. Count slips will be filed and readily available for inspection purposes. GPS Managers will routinely inspect facility count procedures on all shifts.

**Control of Movement:** Team GPS Control Officers and Supervisors will give advance notice to ensure our Officers secure all detainee traffic prior to the count and that movement within the housing units is also stopped. All available Officers report to the Dorms to assist the Dorm Officers with the count, including other areas where there are detainees, such as the outside activity field, religious services, outside work details, etc. The only time movement will be allowed during a count is in case of an emergency, and then only when approved by the Captain or above.

**Count Process:** At least two Officers will conduct the count in each area. One Officer will count as the other ensures that no detainee changes position. Once the first Officer has concluded the



count, the second Officer will conduct a verification count while the first ensures that no movement takes place. Both Officers will sign the official count slip and a designated Officer will then transport the count slip to the Control Center. An example of our count process follows:

- a. The Supervisor conducting the count will announce, “Stop all detainee movement and prepare for the count” via radio.
- b. The Unit Officer will make an announcement to the housing unit to prepare for count. This will allow the detainees to finish up whatever they are doing.
- c. When the count is announced, all detainees will sit upright in their bunks (or chairs if not located in a housing unit, or otherwise directed to remain in place). TVs are to be off. Detainees will not be permitted to speak during the count (unless there is an emergency).
- d. Housing Unit Officers will await the arrival of a second Officer before proceeding with the count.
- e. In Housing Units, only one Officer shall count at a time while the second Officer watches to ensure no movement is made.
- f. Each Officer conducting the count is to note the number counted on the count slip and confirm with the other Officer before transmitting the count to the Control Center.
- g. When conducting the count, detainees will not be allowed to interfere with the count by hanging items over bunks or elsewhere to obstruct view. Should this occur, the Officer will instruct the detainee(s) to remove the items.
- h. In the event of an inaccurate count, a re-count will be conducted of the entire facility. The Supervisor conducting the count will notify the Shift Captain of an inaccurate count. If the re-count is also inaccurate, the count will be conducted using a Face to Photo count. In the event the Face to Photo count does not clear, the Shift Captain will notify the Project Manager and the SIEA/COR, and all detainees will be returned to their assigned housing units and a re-count will be initiated. The Project Manager or Assistant Project Manager and Shift Captain will closely supervise the re-count.
- i. Official count slips will be completed in black ink, be legible, neat, and contain no scratch-outs. Both Officers will print and sign their names on the count slip before forwarding it to the Control Center.
- j. Detainees will remain in their assigned area until their Supervisor transmits via radio “count is clear”. Detainees detailed to work in the Food Service Department may return to work after they have been counted, but may not leave the department until the count has cleared.
- k. When the Supervisor conducting the count receives all count slips, they will be tallied and the official facility count will be documented. The Supervisor will report the count to the Shift Captain or highest ranking Officer on duty who will acknowledge and verify the facility master count with the Count Board Officer.
- l. Once the Shift Captain or highest ranking Officer on duty has received a good verbal count from the Supervisor and verified it with the facility master count, the Shift Captain will clear the count. Detainee movement may then re-commence and the SIEA on duty will be notified.

**Non-Housing Unit Posts:** Detainees that are in non-housing unit areas such as outside work details, food service, medical, visitation, etc. will follow the same count procedures as the



housing units. There will be no movement during count and at least two Officers will conduct the count in each area. The Transport/Airport Supervisor will also report any detainees in transport holding areas who have not been officially released from the facility in the master log.

### **DIMEST™ iTrack™ Module**

If approved by the Contracting Officer, Team GPS' DIMEST™ iDash single-site management platform (discussed in paragraph 5.8.1) provides Team GPS management, supervisory staff, and ICE personnel an extensive suite of capabilities to efficiently review contract operations 24/7. With the DIMEST™ iTrack positioning system, Team GPS has a Real-Time Indoor Positioning System (RTIPS) specifically for Detention Management. Code-named iTrack™, this system utilizes RFID, Wi-Fi, and Bluetooth Low Energy (BTLE) technology to monitor detainee as well as guard movement throughout the facility. Data tracked by this system includes, but is not limited to, the number of hours a detainee spends in a facility location (i.e. cafeteria, law library, medical, recreation, etc.), historical movement, and detainee counts within a specified area.

If approved by the Contracting Officer, each detainee at the EPSPC will receive a Clincher V barcode wristband. Clincher V wristbands are secure, humane, and utilized by thousands of detention facilities nationwide. Detainee movement will be recorded by the use of fixed wireless portals throughout the facility as well as portable mobile devices. Alerts will be generated on the iTrack Command Dashboard and include, but are not limited to, unauthorized access and delays in arrival by a detainee to a specific area of the facility.

As stated, the iTrack module also monitors the location of GPS Supervisors and Detention Officers in real time. Both Team GPS and ICE personnel will have access to iTrack's Command Dashboard, allowing for a shared view of detention operations as well as evidence of service delivery and operational coverage. This beneficial data is securely archived and provides ICE with the ability to immediately investigate the location of both detainees as well as officers in the event an incident occurs.

### **5.9.5 Daily Inspections (C9.5)**

PBND 2.4 "Facility Security and Control", ACA Standards 4-ALDF-2A-12 and 13, and Facility Policies and Procedures provide our guidance with regard to daily inspection of the facility.

Post orders direct that each Detention Officer inspect their area for any potential security threats or safety hazards. Items discovered will be immediately reported via maintenance request form and verbal/written incident reports to the Shift Captain if the threat poses an escape risk. Officers will inspect all doors, door locks, bars, windows, walls, floors, ventilation covers, access plates, protective screens, lights, equipment and operational gear; all cameras and recorders are checked for operability. Anything discovered that is considered to be outside acceptable norms will be reported, and logged.

Supervisors will conduct a daily inspection of all areas of the facility for safety hazards, fire hazards, health/sanitation issues, security systems and security safeguards; managers (Project Manager, Assistant Project Manager, Assistant Project Manager, Safety Manager and Captains) will conduct weekly facility walk-through inspections on different days.



### **5.9.6 Control of Contraband (C9.6)**

PBNDS 2.3 “Contraband, ACA Standard 4-ALDF-2C, and Facility Policies and Procedures govern the control of contraband.

In general, contraband is defined as anything a detainee has in his/her possession that is unauthorized. Contraband is generally broken down into two categories “hard” and “soft” as described in PBNDS. Dangerous items that could inflict bodily harm such as tools or self-made sharp implements, and any item that could be used as a weapon, to escape or that could be used to destroy property are generally hard contraband. Soft contraband includes nuisance items that do not pose a direct and immediate threat to safety or security, but which may have the potential to create dangerous or unsanitary conditions.

Team GPS Detention Officers are trained to recognize and immediately confiscate contraband items found in the physical possession or living area of a detainee (including a detainee awaiting voluntary return); common areas; incoming or outgoing mail; admission in-processing; and, Transport vehicles.

At a minimum, detainees will be subject to search whenever departing from or returning to their housing unit. Pat down searches will be the most common method utilized. They will also be searched thoroughly before any transport is conducted, and upon their reporting to processing for any reason (either new admittance or reporting for discipline). Visitors will also be screened for contraband before gaining access to the facility. Any contraband discovered will be immediately confiscated, logged in the contraband logbook, and turned over to ICE. Shakedowns will also be conducted (with frequency determined by ICE) on an unannounced basis in the housing units and contraband and detainee issue items in excess of authorizations will be confiscated. Shakedowns will also be conducted in other areas of the facility such as the food service department, laundry, barbershop, etc. Contraband discovery reports will be submitted to the Shift Captain each shift with a copy provided to ICE.

### **5.9.7 Keys and Access Control Devices (C9.7)**

PBNDS 2.7 “Key and Lock Control”, ACA Standard 4-ALDF-2D-01 and 02, and Facility Policies and Procedures provide our guidance with respect to the control of Keys and other access control devices.

**Key control and accountability is considered a critical function** for all Detention Staff, and the damage to, misplacement or loss of any key will be promptly reported to the Project Manager, assigned Supervisor, COR and SIEA. Team GPS will discipline Officers who misplace keys, inadvertently remove keys from the facility or cause the loss/damage of keys. We will maintain a set of Emergency Keys in the Control Center, and will inventory all keys each shift through certification entries for receipt of keys in log books and through Supervisory post checks.

### **5.9.8 Entrance Access Controls (C9.8)**

PBNDS 2.4 “Facility Security and Control”, ACA Standard 4-ALDF-2A-07 and Facility Policies and Procedures provide our guidance for Entrance Access Control.



Team GPS management team is experienced providing armed security Officers at the main entrance to the PIDC, ECSPC and FSPC; therefore we are highly familiar with DHS-ICE entry/access protocols for verification of identity; vehicle inspections; and hand-carried item screening, and (when appropriate) physical searches of visitors. Our Officers are trained in hand-wand techniques, walk-through metal detector operation, and x-ray machine operation for hand-carried items. We prevent the introduction of contraband into the facility through strict adherence to entry/access control point post orders. Various law enforcement Officers (as well as our TOs) remove their weapons and place them in secure containers/safes outside the security area.

Supervisors report to the entry/access points whenever “high traffic” situations exist to assist the Post Officers.

### **5.9.9 Control of Chemicals (C9.9)**

PBNDS 1.2 “Environmental Health and Safety” and ACA Standard 4-ALDF-1A-02 and Facility Policies and Procedures provide our guidance for the control of chemicals and other hazardous materials.

Team GPS Detention Officers are charged with the issuance of chemicals for cleaning and other purposes. The Transportation Department also maintains chemicals and hazardous materials associated with vehicle sanitation and lubricants, oils, etc. We maintain Safety Data Sheets (SDS) and chemical control inventory sheets at each point of issue and meticulously control quantities issued and retrieve all unused chemicals. Supervisors and Quality Assurance staff will check chemical control sheets with each post inspection. Any deviations from approved policy/procedure will be corrected.

Safety Data Sheets (SDS) will be provided wherever required by OSHA Standards. In addition, appropriate personal protective equipment shall be provided to staff who utilize hazardous materials while performing their duties. Hazardous chemicals/materials will be stored in a COR approved, OSHA compliant cabinet.

In the Food Service Area, chemicals that cannot be dispensed automatically will be maintained in a secure Chemical Room/Hazmat Locker. Only the Food Service Manager, Assistant Food Service Manager, or Cook II will be authorized to enter the chemical control room/locker, or to issue out chemicals. Chemicals will be inventoried at the start of each shift by the Cook II, Assistant Food Service Manager, or Food Service Manager. Each individual chemical will have its own issuance log that will be filled out any time any amount of the chemical is issued.

### **5.9.10 Policy Regarding Use of Force (C9.10)**

PBNDS 2.15 “Use of Force and Restraints,” ACA Standard 4-ALDF-2B-01 and the DHS-ICE Use of Force Policy provide our guidance for Use of Force.

*“Use force only when necessary to protect self/others, property, and to prevent escapes; and then, only the amount of force necessary to control the situation.”* These words begin our Use of Force training presentation. Employees receive training in Use of Force during basic and refresher training, DCT training and during quarterly firearms qualifications; our Officers are reminded of policy frequently during musters. They are also reminded of policy after each Use of Force incident that occurs at the facility. Officers who use excessive force are promptly disciplined.



Team GPS is highly committed to maintaining proper use of force protocols and has also instituted a “Use of Force Review Committee” consisting of the Assistant Project Manager, Quality Control Manager, Training Manager, and Shift Captains. The committee reviews all use of force incidents to ensure that staff behaved in accordance with use of force guidelines and to identify use of force issues that can be included in the next training cycle.

### **5.9.11 Use of Force Report (C9.11)**

Any Use of Force incident is immediately reported to the Shift Captain or Supervisor and the ICE SIEA verbally, with written Incident/Use of Force reports generated prior to the end of shift. We will utilize the Facility Use of Force Report form. These reports contain an accounting of events leading to the Use of Force; a description of the event, including time, place, type of force applied, and rationale for using force. A witness list is compiled for potential interviews conducted by the Shift Captain or Assistant Project Manager and a full description of any injuries sustained by persons involved with any treatment provided. In addition, video records are preserved specifically to document the incident. All use of force incidents will be reviewed by the Use of Force Review Committee to determine whether the application of force was justifiable and appropriate.

### **5.9.12 Key Indicators Report (C9.12)**

Team GPS is experienced in providing a Key Indicators Reports in various formats for ICE in the format provided in the RFP. We provide an electronic (searchable) report format that provides Key Personnel and other Staffing Information; training summary; incident summary; and other information tailored to the COR’s requirements.

### **5.9.13 Use of Restraints Policy (C9.13)**

PBNDS 2.15, ACA Standard 4-ALDF-2B-02, Family Residential Standards, and Facility Policies and Procedures govern the use of restraints.

Restraints are applied in order to ensure a safe and secure environment and to protect the detainee and others from injury. Restraints are applied in accordance with ICE Policies and Procedures and never applied as punishment or for longer duration than necessary.

Team GPS provides training in restraint policy, use and application in conjunction with Basic, On-the-Job, DCT and Annual Refresher Training.

### **5.9.14 Computer Security (C9.14)**

Team GPS staff, from the Project Manager on down, are trained to observe and comply with Government policies with regard to computer use. No contractor employee will access or attempt to access Government computer systems unless cleared to do so. Our staff is also trained regarding the prohibition against releasing detainee information to unauthorized parties. Should an unauthorized access be attempted, we will notify the COR within 4 hours of such incident.

For computers provided by the company, we will take appropriate measures through training to ensure that no Government sensitive data is stored on hard drives. We do not allow the use of portable (thumb) drives or CD recordable drives on our computers; and all computer systems are password protected. Each year, all Officers with access to ICE computers and/or sensitive data will undergo refresher security awareness training.



### **5.9.15 Control of Sensitive Data (C9.15)**

Team GPS fully understands that we are enjoined by the contract to preserve and protect Government sensitive information from disclosure to unauthorized parties. Staff who utilize Government computer systems will have the appropriate level clearance to do so, and will receive annual training (administered by ICE) regarding Security Awareness. In our past performance at five different ICE detention facilities it has been our policy to terminate staff who purposefully disclose sensitive information; we also discipline staff for accessing prohibited websites, installing screen savers or otherwise altering the settings on Government computers. Our paper files are stored in lockable containers with access limited to high level managers. All such data is maintained with a “need to know” security aspect.

### **5.9.16 Lost and Found (C9.16)**

We log and maintain in storage all lost and found articles until disposal is authorized by the COR. Supervisors inventory the lost and found storage area once per day (when any articles are present) to ensure no pilferage has taken place. If a detainee reports, either after departure or while in detention, that an article has been lost, our Officers will complete a Form I-387 “Report of Detainee’s Missing Property” to document the loss. PBNDS 2.5 “Funds and Personal Property” provides further guidance on property disposition and tracking.

### **5.9.17 Escapes (C9.17)**

PBNDS 1.1 “Emergency Plans” and ACA Standard 4-ALDF-1C-05, and Facility Policies and Procedures provide that plans shall be in place to provide procedures to be followed in the event of an escape or escape attempt.

**Chief among our detention duties is the prevention of escapes.** We understand that we are solely liable for escapes. Our Detention Officers are trained to recognize signs that could lead to escapes or escape attempts. For example, our Detention Officers will position themselves in the immediate vicinity of any groups of detainees to purposefully present to them that we are overhearing their conversations. We also encourage detainees to communicate what they hear to our unit housing Officers by maintaining an “approachable” demeanor. We are aware of required after action reports and actions to be taken in the event of an escape. Should an escape occur, we will immediately activate the escape emergency plans and involve our entire staff (and call in others as necessary) to assist ICE in the recovery actions. Team GPS requires our Supervisors and Detention Officers to physically inspect all possible avenues of escape on daily, shift-by-shift basis. Any physical evidence discovered that indicates possible tampering of safeguards will be immediately reported to the SIEA and COR.

### **5.9.18 Voluntary Work Program (C9.18)**

PBNDS 5.8 “Voluntary Work Program,” ACA Standards 4-ALDF-5C-06, 5C-08, 5C11(M), 6B-02, and Facility Policies and Procedures provide guidance for the administration of the Detainee Voluntary Work Program.

During Transition, we will deliver our Detainee Voluntary Work Program Manual. Our Manual contains information concerning medical clearance requirements for detainee workers; work assignment limitations, hours of work, and training requirements for various assignments.



We will supervise detainee voluntary workers assigned to details throughout the facility. Additionally, Team GPS will offer work opportunities in Food Service and the Laundry.

Supervision entails maintaining visual and hearing surveillance of detainees at all times.

Consistent with facility policies, detainees classified as high security risks will not be assigned to detainee work details outside of their housing unit. We track detainee work hours to ensure they work no more than 8 hours per day or 40 hours per week. We will account for detainee pay and ensure pay is deposited into their commissary accounts. Upon release/removal, all detainee account money will be provided to the detainee.

All detainees assigned to work details, or to food service/laundry will receive appropriate work safety training.

### **5.9.19 Not Used (C9.19)**

### **5.9.20 Communications Control (C9.20)**

Team GPS understands that staff assigned to EPSPC Control Center will no longer be “Detention Officers.” During the contract transition, we will recruit, hire, and train personnel to staff the daily posts in the Control Center. Staff assigned to the Control Center will be carefully screened, approved by the COR, and tested for their ability to operate various surveillance systems in a high pressure environment. We have devised and will subject candidates for these positions to “scenario based” training with threat escalation to specifically test their abilities. Control Center Staff are critical to daily operations, but especially critical during emergencies and incidents.

Staff placed in the Control Center will receive 24 additional hours of OJT prior to independent assignment to the Control Center.

OJT will include count procedures, telephone and public address systems operation, paperwork handling, Control Center equipment operation, radio protocol, and surveillance techniques.

#### **5.9.20.1 Detainee Mail**

Team GPS will provide a Detainee Mail Officer five days per week as indicated in Section 8, Factor 1: Subfactor 4 - Staffing Plan. Mail will be handled in accordance with PBNDS 5.1 “Correspondence and Other Mail,” ACA Standards 4-ALDF-5B-02 through 10 and Facility Policies and Procedures.

Detainees will be advised during Orientation and through the Detainee Handbook of the facility policies regarding correspondence and other mail.

Orientation will include instructions regarding:

- a. How mail is received and sent and the detainee’s mailing address;
- b. That all mail and packages sent or received are subject to inspection. Such inspections will be conducted with the detainee present, unless ICE authorizes an inspection in the detainee’s absence. Detainees will be provided with a receipt for any confiscated or “held” item;
- c. That any special correspondence (such as legal communications) will be inspected (with the detainee present) for physical contraband but not read as long as it is properly identified as such by appropriate labeling;
- d. Packages, sent or received, must be pre-approved by ICE;



- e. Types of mail that may be rejected/confiscated as evidence;
- f. Methods to obtain writing paper, pen/pencil, envelopes and postage.

#### **5.9.20.2 Mail Handling**

Incoming mail will be delivered to detainees on a regular basis, within 24 hours of receipt at the facility. Outgoing mail will be delivered to the Postal Service no later than the day after it is received by the Detainee Mail Officer, or it is placed in the provided outgoing mail boxes, excluding federal holidays and weekends. Outgoing mail may be inspected and read if there is a reason to believe it may pose a threat to facility security or if the addressee is another detainee.

#### **5.9.20.3 Packages**

Detainees will be called to Processing to inspect contents of all packages in the mail within 48 hours of receipt. A complete inventory of the contents of the package will be conducted using the personal property storage room. Detainee will be provided with a new I-77 (property receipt) if the additional property is placed anywhere other than in his existing property bin. Outgoing detainee packages will not be mailed without approval. All such packages will be inspected in the detainee's presence and postage or shipping charges will be paid for by the detainee.

### **5.9.21 Tool Control**

PBNDS 2.14 "Tool Control" and ACA Standards 4-ALDF-2D-02, and Facility Policies and Procedures provide our guidance for tool control. Appropriate measures to control and account for tools are essential to Facility Security and Control. Tool control measures serve to remove implements that could be used in escape attempts, for weapons, or otherwise present a hazard to staff and detainees.

Team GPS utilizes a chit system with shadow boards (if an electronic system is not provided by the Government) to control the issue, return and inventory of controlled tools. The shadow boards are placed in lockable storage containers/cabinets or in "tool rooms" if such are provided.

The issuance of tools is tightly controlled and tools are promptly returned when not in use. All tool issue/return is documented in the appropriate tool control form; Supervisors check these forms during each inspection tour conducted.

Missing or unaccounted for tools are immediately reported to the Shift Captain. An immediate search is conducted to determine the location of the missing tool, with appropriate Incident Reports filed upon discovery that a tool is missing and its recovery (if recovered). The non-recovery of a tool that could be used as a weapon may result in a facility wide shakedown.

Team GPS will participate fully in any required facility tool inventory.

Officers who fail to properly account for tools are subject to discipline.

Contractors who bring tools into the facility will have their tools inventoried when entering and when departing the facility to ensure no tools have been left behind. Actions commensurate with a lost facility owned tool will be taken in the event a contractor's exiting tool inventory does not match his entering inventory.



### **5.9.22 Detainee Funds, Valuables, and Personal Property**

PBNDS 2.5 “Funds and Personal Property”, ACA Standard 4-ALDF-2A-23 and Facility Policies and Procedures will govern our administration and handling of detainee funds, valuables, and personal property.

Team GPS understands that staff assigned to EPSPC Detainee Property and Supply rooms will no longer wear detention Officer uniforms. We provide “polo/golf” style shirts to our management staff and our communications control staff, and will provide the same for Property/Supply staff. During the contract transition, we will recruit, hire and train personnel to staff the daily posts in the Property/Supply areas as depicted in Section 8, Factor 1: Subfactor 4 - Staffing Plan of this document. Staff will be carefully screened, approved by the COR, and tested for their “attention to detail” in completing the various forms associated with detainee property handling and detainee supply procedures.

Staff utilized for the Property/Supply Room positions will receive 24 hours of additional OJT prior to independent assignment to the Property/Supply areas. Staff will be required to obtain clearance for computer passwords to access the Government property database and input detainee property information.

OJT will include completion and filing of various detainee property inventory forms and supply requisition, receipt, expenditure and high/low level inventory keeping procedures.

Using Canteen Manager®, Team GPS teammate Trinity will implement a cashless system with full accountability. The facility will have the ability to track money through the system from arrival to departure. Trinity will be responsible for the transfer detainee funds (including detainee payroll funds) to the detainee’s commissary account, or hold them in a safe until the transfer can be made. Daily accounting will occur and reports will be filed with the Facility/COR.

Canteen Manager’s Property Management Module contains a number of fields that will contain auto-populated fields and manual fields. User inputs item and description of content then bags and stores until released.

Each detainee’s funds, valuables, baggage and personal property will be inventoried, receipted, stored and safeguarded for the duration of their detention. Team GPS Officers are trained to inform detainees during orientation of what property, funds/valuables may be retained in their possession and of procedures for reporting missing property. Cash and high value items such as jewelry, watches, etc. will be inventoried by (b)(7)(E) in the presence of the detainee. (b)(7)(E) and the detainee will all sign the receipt. If “soft” contraband is discovered during in-processing, the detainee will receive an explanation of why this material/item is removed from his/her property and be encouraged to forward such property to a third party.

We will provide for the safeguarding of detainee personal property through staffing of the property posts in the property room. We will securely store funds, valuables, baggage and other personal property and provide appropriate receipts to detainees. All valuables will be inventoried and receipted on G-589 forms. Access to the property room will be permitted only to authorized persons. A shift-by-shift inventory of cash and valuables (including large sized valuables if stored) will be taken by the shift supervisor in the presence of a second staff member. Conveyor baggage bags (labeled with the detainee’s name and file number) are utilized to store baggage/property that is not classified as “cash” or “valuables”.



**Medications:** The Medical Department shall assume control over prescribed medications that are discovered during in-processing.

### **5.9.23**    **Hold Rooms**

During processing, detainees will be placed in hold rooms while awaiting processing. When such occurs, Team GPS Supervisors and Officers will ensure that PBNDS 2.6 “Hold Rooms in Detention Facilities” is observed. ACA Standards 4-ALDF-2A-22 and Facility Policies and Procedures also apply.

- a. No Detainee shall be placed in a hold room for more than 12 hours.
- b. Males and Females (if held) will be placed in separate hold rooms.
- c. Juveniles (if held) will be held separately from adults unless a documented family relationship exists, and there is no danger in doing so (such as non-related detainees in the hold room).
- d. Disabled detainees will be held in a manner which ensures disability accommodations and safety.
- e. Detainees awaiting medical attention/visit will be seen within two hours.

Our Officers are trained to conduct close surveillance of hold rooms, ensuring that a pat down search is conducted before placing a detainee therein. A more comprehensive search may be conducted if warranted. If a detainee is held in a hold room for more than 6 hours, a sack lunch will be ordered for the detainee, provided that the normal meal time was missed; sooner meal service will be provided if circumstances warrant, such as minors, pregnant females or detainees with evident medical needs.

Hold rooms will be monitored directly at least every 15 minutes, and documented. Auditory surveillance will be conducted continuously. Detention Officers and/or Supervisors will address any detainee complaints or concerns.

If detainees are removed from hold rooms prior to processing, such as in the event of sudden illness or injury, medical responders will be summoned and an Officer will be detailed to go with the detainee if removed from the processing area. The Officer so detailed will remain with the detainee until properly relieved by another Officer or until the detainee is returned to the hold room.

### **5.9.24**    **Detainee Searches**

Detainee Searches will be conducted in accordance with PBNDS 2.10 “Searches of Detainees,” ACA Standards 4-ALDF-2C-01 through 06 and Facility Policies and Procedures.

The purpose of a search is to maintain the safety and security of the detention environment for staff and detainees.

In general, the following will be observed in conducting searches of detainees:

- a. Pat down and strip searches will be conducted by staff of the same gender as the detainee.
- b. Property/living area searches may be conducted by staff of either gender.
- c. Strip searches will only be conducted if approved by the Facility Director, and only when there is reasonable suspicion that a detainee has concealed contraband on their



- person or has had the opportunity to do so, such as during visitation. A strip search will be documented on the G-1025 form or equivalent including submission of facility incident reports.
- d. Body cavity searches will only be conducted by medical professionals and then only if the ICE Facility Director approves the search.
  - e. Unnecessary force will be avoided during the conduct of any search.

### **5.9.25 Staff – Detainee Communication**

PBNDS 2.13 “Staff – Detainee Communication,” ACA Standards 4-ALDF-6A-04 through 06, and Facility Policies and Procedures provide that detainees shall be enabled to frequently and informally communicate their concerns and issues to detention staff, Supervisors, and DHS-ICE staff.

A Detainee Request form shall be utilized to communicate meeting requests; however, detainees may approach staff for informal conversations as they are encountered within the facility.

Team GPS Supervisors and Officers are well aware that open communications enhance a positive security environment, and no request for communications will be denied.

Our Supervisors and managers will make frequent rounds and be available for such communication each shift. All staff detainee communication will be documented in the log book.

The right to communicate will be explained to detainees during orientation and is included (along with contact information) in the Detainee Handbook.

### **5.9.26 Special Management Units (SMU) also Special Housing Units (SHU)**

PBNDS 2.12 “Special Management Units,” ACA Standards 4-ALDF-2A-44 through 66 and Facility Policies and Procedures provide guidance in the management of the SMU/SHU.

The Team GPS management team has experience with operations of Special Housing Units (also referred to as Special Management Units and Segregation Units) at PIDC, VFDF, BFDF, ECSPC, and FSPC. Detainees assigned to these units are either assigned for disciplinary reasons, protective custody, or for other reasons requiring heightened surveillance.

We will immediately notify the Medical Department and request an assessment of any individual placed in the SHU.

Detainees assigned to the SHU will be segregated into at least two categories: Administrative Segregation and Disciplinary Segregation. Detainees may be further segregated by classification within each of the two categories, if space is available to accommodate such action.

Detainees assigned to the SHU will be assigned by written order. Detainees who may pose an immediate threat to the safety and security of the facility, facility staff or other detainees may be placed in Administrative Segregation, with immediate notification to the SIEA, Facility Director and COR. Detainees assigned for protective custody may be assigned to the SHU by a Shift Captain, with appropriate notifications provided to the Project Manager, SIEA, Facility Director and COR.

Detainees placed in the SHU for disciplinary reasons may only be placed there as the result of action taken by a disciplinary panel. Detainees placed in the SHU may be confined for no more



than 30 days per offense (and the offense must have been on the “Greatest, High, or High Moderate List”). The status of the assignment will be reviewed by the Field Office Director and Facility Director every 30 days.

Detainees assigned to the SHU for Administrative Segregation will generally have the same basic living conditions and receive the same privileges (such as recreation, law library, food, visitation, telephones, mail, etc.) as the general population; detainees assigned for disciplinary reasons are subject to sanctions imposed by the disciplinary panel.

Detainees in the SHU are under constant surveillance with cells checked and documented every 15 minutes.

### **5.9.27 Sexual Abuse/Assault Prevention and Intervention**

PBNDS 2.11, ACA 4-ALDF-4D-22, DHS PREA Regulations and Facility Policies and Procedures provide guidance for Sexual Abuse/Assault Prevention and Intervention.

The Team GPS Assistant Project Manager will act as our Prevention of Sexual Assault (PSA) Compliance Manager and interface with the ICE PSA Compliance Manager to ensure implementation and compliance with DHS PREA Regulations. In the event of an assault, and with ICE concurrence, outside investigators (local law enforcement or federal law enforcement) will be requested to investigate the incident.

Team GPS will tolerate no incidents of sexual abuse/assault by our staff or detainees in providing a safe, humane and secure environment at EPSPC. We will provide training to our staff concerning this “zero tolerance” policy, and in recognizing the signs of such abuse; and, by encouraging open communications, we will be proactive in preventing such incidents.

Our Processing Classification Officers will be trained to interview arriving detainees in such a manner that will identify the potentially vulnerable as well as those with the potential to be predators. Our housing unit Officers and Supervisors will note any changed behavior of a detainee and refer such cases to the Medical Department for interview and evaluation to determine if an assault has occurred.

Any incident of abuse will be immediately reported to the PM, SIEA, Facility Director and COR. The victim will be immediately provided administrative segregation under protective custody if the situation warrants or moved to another housing unit if available.

If a member of Team GPS is accused of committing sexual abuse/assault, the individual will be immediately removed from all contact with detainees. We place such individuals on administrative leave pending the outcome of the investigation.

Our staff will fully participate in/cooperate with any investigation of a sexual abuse/assault incident either through preparation of reports, assisting in the investigation through witness interviews or other duties as directed by the Facility Director or COR.

### **5.9.28 Religious Practices**

PBNDS 5.5 “Religious Practices”, ACA Standards 4-ALDF-5C-17, 5C-18, 5C19, 5C-20, 5C-21, 5C-22, 5C-23, 5C-24, 2A-66, 4A-10, 6B-02, 6B-05, 7B-03, 7F-04, and Facility Policies and Procedures provide guidance for the administration and supervision of Religious Practices.



Team GPS will support the facility Religious Practices goals by providing supervision for religious services, ensuring they are conducted in a safe and secure manner, free from disruption and according to the needs of the various religions reflected in the detainee population.

### **5.9.29 Physical Security of Facility/Vehicle and Pedestrian Access Control**

Utilizing various Post Officers, Team GPS will provide security against unlawful access to—or escape from—the facility, and to buildings and areas within buildings within the facility. Officers will be fully versed on “entrance protocols” such as searches required for detainee visitors and the appropriate identification requirements for all visitors to the facility. When in doubt, our Officers are trained to call their Supervisor. Our access point Officers will receive specialized training during OJT regarding procedures to prevent the introduction of contraband into the facility. We will utilize hand held metal detectors and elongated mirrors to enable inspection of vehicle undercarriage areas. All hand carried items will be subject to physical search and/or x-ray technology to deter contraband and ensure the safety of facility staff, our personnel, detainees and other visitors.

### **5.9.30 Female Detainees**

Team GPS is fully familiar with assigning female Detention Officers to areas where females are housed or where females are present, and will ensure we maintain enough female staff members to support compliance. This applies to transportation and offsite guard post assignments as well. Our Shift Captains will ensure correct distribution of female Officers on a shift by shift basis.

### **5.9.31 Stationary (“On Demand”) Guards/Escorts**

By virtue of our management team’s performance at PIDC and FSPC, as well as at several other DHS-ICE Detention Facilities, we are fully familiar with, and have developed ICE-approved Post Orders for stationary guards and escorts (“on demand guards) as necessary to supervise and maintain custody of detainees while attending court proceedings, medical appointments, consulate visits, ICE interviews and during hospitalization. During all such escort requirements, we will assign up to two Detention Officers, at least one of which will be the same gender as the detainee. When not transporting detainees for these locations, these Officers will secure their weapons in weapons safes provided in the vehicles.

### **5.9.32 Augmentation of Services**

Team GPS will augment security practices at EPSPC to the extent of the required posts in our Staffing Plan through temporary diversion of posts if authorized by the COR, the use of transportation division staff resources (if not transporting), and providing “on demand” guards when necessary to address specific needs for special details such as VIP visits, greater than normal visitors, contraband searches, and other such events.

### **5.9.33 Other Services**

Team GPS will provide supervision for laundry service for detainee clothing and linens and ensure personal hygiene items provided by the Government are distributed as warranted to the detainee population. The distribution of such items will be controlled and documented per facility directives.



## **5.10 HEALTH, SAFETY AND EMERGENCY STANDARDS (C10)**

PBNDS, ACA Standards, and Facility Policies and Procedures, Post Orders and Emergency Plans provide our guidance in ensuring the health and safety of detainees, staff and visitors.

*Team GPS and our subcontractors value the health and well-being of our employees, facility staff, and that of the detainees placed in our custody.*

Team GPS's OSHA Certified Safety Manager will administer our Environmental Health & Safety Program and conduct inspections under PBNDS 1.2 "Environmental Health & Safety" as outlined in Section 6, Factor 1: Subfactor 2 - Quality Control Plan of this document. Our program is not limited to facility health and safety issues, but also includes healthy lifestyle information, such as the value of exercise, dietary control, and various actions that employees can take to ensure their health maintenance.

The Team GPS management team has assisted ICE, or independently developed various health, safety and emergency policies, procedures and plans to integrate our actions with those of the facility staff in ensuring that disturbances, incidents, accidents, injuries, outbreaks of illness, etc. are responded to quickly and effectively. We have experienced occurrences from the outbreak of the H1N1 virus to hurricane evacuation, providing professional, proactive and responsive service on all occasions. Our Officers are specifically trained to anticipate and appropriately respond to any threat to the safety and security of our contract facilities, staff, detainees and visitors.

Depending upon the nature of the emergency, our Shift Captain will act in concert with the ICE SIEA to direct our staff resource response. Post Officers will be diverted as necessary to respond, as will on duty managers and Supervisors and available Transportation Officers.

### **5.10.1 Disturbances and Serious Incidents (C10.1)**

Team GPS Supervisors and Officers will quickly respond to any disturbance and/or serious incident occurring within EPSPC. Our Control Center operators are specifically trained to monitor for "distress" calls from the various Post Officers and ensure Supervisory notification is immediate and to dispatch appropriate responder staff.

Incidents occur despite the best practices of the staff. We train our Officers to provide a measured response based on their judgment and their training and to always, always, summon the assistance of a Supervisor. Most incidents are preventable through Officer presence. Team GPS trains it's Officers in incident "avoidance" as the principal action in reducing the potential for incidents. When incidents do occur, response is swift, with available Officers responding to assist the Post Officer (very often, the quick appearance of additional Officers has a quelling affect). Once the situation is resolved, Officers provide written incident reports to the PM, SIEA and COR. Officers are relieved from post to ensure the details do not recede from their memory.

If an incident cannot be avoided through passive means, Officer presence, or communications, Team GPS will take swift action to address potentially violent situations in order to minimize the potential for injury by isolating the participants.

Force will only be applied in order to protect staff and detainees from injury (to themselves or others) or property damage, and then only to the extent required to resolve the disturbance. Participants in fights, shoving matches, and other physical contact scenarios will be temporarily



removed from the area (such as a housing unit) and placed in an environment that allows for “cooling off.” Participants will also be segregated from each other. Medical staff will be summoned to treat any injuries sustained. In the case of incidents that result in staff/detainee injury or damage to property, photographic records and assessment report will be made and forwarded to the COR.

Our Shift Captains will immediately notify the SIEA on duty, with follow up written incident reports submitted prior to the end of the shift. For incidents involving use of force or application of restraints, the Project Manager, SIEA, Facility Director, and COR will be verbally notified immediately with an initial written report filed by the end of the shift with supplemental reports filed as necessary (including GPS’s investigation report). All serious incidents of detainee disturbance will be reviewed by the Team GPS Use of Force Review Committee.

Less serious incidents are logged and the Project Manager, COR and/or shift SIEA is informed verbally and in writing as well via facility incident report form. As part of the response process, the Supervisor will notify the Control Center to focus cameras on the scene of the incident in order to capture a video record.

For an incident involving a large number of detainees (e.g., potential riot), the DCT will be activated by the Assistant Field Office Director (AFOD) and respond. Each shift has designated Officers as first responders to immediately respond to a disturbance in an effort to quell or contain the situation.

Our Emergency Plans, developed for ICE approval, address various scenarios and planned responses to such incidents as acts of violence, bomb threats, strikes, food boycotts, protests, etc.

#### **Team GPS’ DIMES™ iTrack positioning system**

As discussed in paragraph 5.9.4, Team GPS’ Detention Intelligence & Management Efficiency System (DIMES™) also provides a module code named iTrack™ module capable of monitoring the location of Team GPS Supervisors and Detention Officers in real time using a Real-Time Indoor Positioning System (RTIPS) specifically for Detention Management which utilizes RFID, Wi-Fi, and Bluetooth Low Energy (BTLE) technology to monitor detainee as well as guard movement throughout the facility. Both Team GPS and ICE personnel will have access to iTrack’s Command Dashboard, allowing for a shared view of detention operations as well as evidence of service delivery and operational coverage. This data is securely archived and provides ICE with the ability to immediately investigate the location of both detainees as well as officers in the event an incident occurs.

#### **5.10.2 Injury and Illness (C10.2)**

Team GPS’s detention staff receives CPR/1<sup>st</sup> Aid training, are aware of the location of all emergency medical equipment and first aid kits throughout the facility, and will perform emergency assistance as necessary for detainees and staff members requiring immediate medical assistance.

Officers will immediately notify their Supervisor by radio. The Supervisor will ensure IHSC is notified to respond.

Our Officers are also trained to notify their Supervisor and ICE SIEA of any situation that could pose a threat to the health and safety of detainees and staff. Once medical assistance has been



rendered and/or summoned, our Supervisor will ensure that an injury/illness report is prepared and submitted within 24 hours of occurrence. We have developed an Injury/Illness Report – Staff Member report form, and an Injury/Illness Report – Detainee report form for this purpose and will utilize them to report staff/detainee injury or illness unless Government forms are provided/required.

Our Project Manager will submit a monthly summary report of injuries/illnesses providing the incident report number, type of injury, treatment provided, name(s) of individual(s) and status of Worker’s Compensation applicability. Our Safety and Health Manager will compile the report and keep statistical records.

### **5.10.3 Protection of Employees (C10.3)**

Team GPS provides its employees with appropriate Personal Protective Equipment (PPE) including, but not limited to, N95 respirators (along with appropriate medical review and fitting), Microshield™ kits, latex nitrile exam gloves, rubber gloves, protective clothing, gas masks and other riot control gear such as shields, helmets, protective padding, and body armor to ensure their safety. We also provide hearing protection, safety goggles and Orange/Yellow Safety vests. Such gear is either issued separately to employees or stored for issue when needed in a Personal Protective Equipment (PPE) locker.

We observe OSHA standards in providing PPE and provide hazardous material lockers for transportation related cleansers and solvents, oil, etc.

Team GPS also provides annual Tuberculosis Skin Tests/X-Rays and offers the Hepatitis Vaccine series to employees.

### **5.10.4 Medical Requests (C10.4)**

All Team GPS Officers are trained in CPR/1<sup>st</sup> Aid to provide initial response to medical emergencies. However, prior to conducting such, they will immediately notify their Supervisor to coordinate Medical Department response whenever a detainee exhibits signs of health distress. Our Supervisor will also immediately notify the SIEA and the COR.

If a detainee requests medical services, our staff will forward the detainee request form to the Medical Department for sick call/appointment information and ensure the detainee is presented on time for the appointment.

### **5.10.5 Emergency Medical Evacuation (C10.5)**

PBND 1.1 “Emergency Plans”, 4.3 “Medical Care”, and Facility Policies and Procedures provide guidance concerning emergency medical evacuation of detainees.

Team GPS will summon emergency service responders (ambulance service) whenever our transportation vehicles are deemed inappropriate for transport of a detainee requiring emergency evacuation from the facility for medical reasons. The shift Captain, in concert with the Medical Department will make the determination of the most appropriate means of transport. The SIEA will be immediately notified of the transport, with the Project Manager, Facility Director and COR notified within 24 hours.



### **5.10.6 Detainee Death (C10.6)**

PBNDS 4.7 “Terminal Illness, Advance Directives and Death”, ACA Standard 4-ALDF-4D-23, and Facility Policies and Procedures provide guidance with respect to the death of a detainee.

Team GPS will immediately notify the SIEA, Facility Director and COR in the event of the death of a detainee in our custody. Our staff will assist the COR as needed in conducting an investigation and by making required reports of the circumstances of the death. We will inventory the detainee’s property and turn it over to the COR.

### **5.10.7 Sanitation and Hygienic Living Conditions (C10.7)**

PBNDS 1.2 “Environmental Health and Safety”, ACA Standards 4-ALDF-1A-01, 1A-02, 1A-03, 1A-07, 1A-14, 1A-15, 1A-16, 1A-17, 1A18, 1A-19, 1A-20, 1C-01, 1C-02, 1C-03, 1C-04, 1C05, 1C-07, 1C-08, 1C-09, 1C-10, 1C-11, 1C-12, 1C13, 1C-14, 1C-15, 4B-07, 4C-18, OSHA Standards, and Facility Policies and Procedures provide guidance to ensure that the facility maintains the highest level of sanitation and cleanliness.

Team GPS is providing a Safety and Health Manager to inspect the facility for potential hazards. This manager is supported by the Quality Assurance Staff, other managers, Supervisors and Officers in ensuring living conditions for detainees are sanitary and meet PBNDS/ACA and OSHA standards. Through our Team experience at PIDC, ECSPC, FSPC, BFDF, and VFDF, GPS is fully aware of OSHA and CFR requirements for maintaining sanitary and hygienic living conditions for detainees. Our staff is trained to report any and all conditions that warrant corrective action to preserve the health and safety of the detainee population and staff working in the facility. Hazardous material will be quickly disposed of in accordance with facility policies and hazard abatement plans, if required by the contract; and, individuals who handle such material will promptly cleanse body areas that come into contact with potentially infectious materials.

Team GPS detention staff shall, on a shift by shift basis, carefully inspect the facility for any hazard that could jeopardize the health and safety of the detainee population. We will directly supervise detainees conducting routine “housekeeping” duties, ensuring that sanitary and hygienic living conditions are maintained. Contractor/detainee volunteer cleaning staff will also be supervised to preclude the introduction of contraband.

During our inspections, we will ensure that various emergency equipment, such as fire extinguishers and eye wash stations are fully functional. Our Officers will control, issue and store hazardous materials in a strict and regimented manner to preclude exposure of the detainee population to these hazards. When indicated in the Facility Emergency Plans, we will conduct fire drills and we will inform detainees during orientation and periodically of safety precautions in place to preserve their health and well-being.

Annually, during refresher training, all Officers will receive training in Emergency Situation Response and on the contents of the Facility Emergency Plan as it relates to the maintenance of a sanitary living environment, response to spills and various drill scenarios.

In the event of a bio-hazard or chemical spill, Team GPS staff will notify the SIEA, Facility Director, and COR of the situation and remedial actions taken.



If necessary, such as in the case of a facility evacuation, we will ensure that all detainees are released from locked areas and placed in a designated area.

We will encourage detainees to practice good personal hygiene and to thoroughly clean their personal areas.

We will ensure that all access points and emergency exits are kept free from debris and remain unblocked at all times.

#### **5.10.8 Laundry Facility (C10.8)**

Team GPS management team is fully familiar with laundry operations through our current and past contract management. We will utilize detainee volunteer workers to launder detainee bedding and garments. Volunteer workers will be screened by the Medical Department prior to assignment to the laundry. Team GPS has developed a detainee training program specifically for laundry service workers that emphasizes safe work practices, personal hygiene and laundry machine operation. Chemicals used in the laundry are closely controlled by Detention Officers.

Laundry operations will be supervised by our detention staff; “horseplay” will not be tolerated, and any misconduct will be reported to the COR/SIEA. Serious misconduct will result in the detainee’s removal from the Volunteer Worker Program. Mechanical defects in Government provided equipment (washer, dryers) will be promptly reported to the COR and such machines will not be utilized until fixed. We will provide anti-static/anti fatigue mats in the laundry machine areas to prevent electrical discharge/shock to laundry workers as well as work gloves to maintain sanitary conditions.

### **5.11 FACILITY EQUIPMENT AND SUPPLIES (C11)**

Government provided equipment will be strictly accounted for by Team GPS staff. We will provide an annual inventory report (per Section E of the RFP) of all Government furnished property. However, we will conduct no less than semi-annual inventories. Keys, tools and kitchen equipment are accounted for continuously.

#### **5.11.1 Property Accountability (C11.1)**

One of our performance factors is the safeguarding of Government property and the prevention of loss through theft or damage. Our Officers are trained to properly inspect the handheld articles of persons entering or exiting the facility and to request property passes for any item of Government property being removed.

We have policies in place to provide the constant inventory of all Government property in our possession and our Supervisors and quality monitors verify various inventories during inspections. We permit the usage of Government property only for intended purposes.

We understand that ICE will maintain an inventory of all equipment issued to us during performance and that we are responsible for its replacement due to loss or damage. We maintain a constant inventory of equipment being utilized in the field through employment of a chit system. Each Officer must exchange a chit for a piece of equipment, such as radio, man-down, battery, etc. For equipment that is exchanged on post, the Officer being relieved turns over the equipment to the on-coming Officer and receives the on-coming Officer’s chit in return. The off-going Officer then takes the chit to the issue point on shift and exchanges it for his/her chit



before departing for the day. The equipment issue Officer then places the on duty Officer's chit on the chit board.

Frequent inventory of both Government-provided and company-provided equipment is necessary to prevent loss.

We understand that upon contract turnover, we are responsible for providing a complete inventory and accounting of all Government equipment provided. All Government issued equipment will be turned over to the COR/subsequent contractor upon contract completion.

### **5.11.2 Facility, Equipment, Materials, Supplies and Instructions Furnished by the Government (C11.2)**

Per the RFP, we are aware that the Government will provide us copies of all pertinent policies, procedures, directives and Government forms associated with contract performance. The Government will also provide facility buildings, recreation areas, and certain fixed equipment in the kitchen and laundry. Further, the Government will provide all facility emergency procedures and evacuation plans and specific information regarding keys and access control devices. Additionally, the Government will provide us with various Equal Employment Opportunity (EEO), OSHA, SCA, and Drug Free Workplace posters.

Our staff is trained to ensure no Government equipment, materials, supplies or documents are removed from the site unless authorized by the COR.

### **5.11.3 Equipment, Materials and Supplies Provided by the Contractor**

Team GPS will provide the necessary equipment, materials and supplies required for contract performance that are not provided by the Government; specifically, off site office/training space, parking area for transport vehicles, office equipment, including telephones, internet service, copy machines, fax machines, and computer equipment necessary to perform contract business services; file cabinets and general office supplies; training equipment; facility radios; employee uniforms and duty equipment including duty gear items, body armor, DCT gear, firearms, ammunition, firearms safes, clearing barrels; driver logs, vehicle/trip logs, transport vehicles, vehicle equipment, vehicle cell phones and radios, vehicle insurance, maintenance, and fuel; detainee restraints; employee credentials; and supplemental personal protective gear, inclement weather gear, and flashlights; food stock and food service equipment not provided by the Government..

We will also provide initial background checks, E-verify, physicals, respirator fit testing, drug screens, and TB tests for newly hired staff; annual physicals, random drug screening (20% of detention staff/50% of transport staff annually); new hire basic and OJT, quarterly firearms qualifications, annual refresher and interactive training, including CPR/First Aid recertification.

### **Detention Intelligence & Management Efficiency System (DIMES™)**

Team GPS has designed and developed an innovative detention management system that provides the ability to retrieve and disseminate critical and operationally sensitive information anytime, anywhere from a secure system. Our Detention Intelligence & Management Efficiency System (DIMES™) allows Team GPS and ICE personnel to access reports, metrics, deliverables,



plans, and schedules via its secure, cloud-based platform, via its iDash module while the iTrack module monitors the location of both detainees and Detention Officers in real time.

### **iDash**

DIMES™ iDash (Intelligent Dashboard) interface provides a cloud-based repository for critical facility and operational information. All reports and information that iDash can be used for are customizable and tailored to every client individually. This gives Team GPS the ability to create a secure, EPSPC-specific storehouse of operational information that includes, but is not limited to the following:

- Daily Reports
- Incidents
- Operational Status
- Performance Metrics
- Audit Results
- Project Accomplishments
- Corrective Actions
- Transition Milestones

iDash's single-site management platform provides Team GPS management, supervisory staff, and ICE personnel an extensive suite of capabilities to efficiently manage contract operations 24/7. Furthermore, iDash reduces the amount of time required to disseminate information to contractor, ICE and DHS agency personnel allowing Team GPS to utilize our resources more efficiently in support of contract operations. iDash also provides significant value through contract transparency and accountability to both ICE and Team GPS management.

### **DIMES™ iTrack**

GPS has partnered with an industry-leading technology company to develop a Real-Time Indoor Positioning System (RTIPS) specifically for Detention Management. Code-named iTrack™, this system utilizes RFID, Wi-Fi, and Bluetooth Low Energy (BTLE) technology to monitor detainee as well as guard movement throughout the facility. Data tracked by this system includes, but is not limited to, the number of hours a detainee spends in a facility location (i.e. cafeteria, law library, medical, recreation, etc.), historical movement, and detainee counts within a specified area.

*Example: If a complaint is filed that a detainee did not receive an adequate amount of recreation, the iTrack system will allow contractor and ICE personnel to query this detainee's historical locations and time spent at each location in order to adequately and efficiently respond to this complaint.*

If approved by the Contracting Officer, each detainee at the EPSPC will receive a Clincher V barcode wristband. Clincher V wristbands are secure, humane, and utilized by thousands of detention facilities nationwide. Detainee movement will be recorded by the use of fixed wireless portals throughout the facility as well as portable mobile devices. Alerts will be generated on the iTrack Command Dashboard and include, but are not limited to, unauthorized access and delays in arrival by a detainee to a specific area of the facility.



As stated, the iTrack module also monitors the location of Team GPS Supervisors and Detention Officers in real time. Both Team GPS and ICE personnel will have access to iTrack's Command Dashboard, allowing for a shared view of detention operations as well as evidence of service delivery and operational coverage. This data is securely archived and provides ICE with the ability to immediately investigate the location of both detainees as well as officers in the event an incident occurs.

### **DIMES™ and Staffing Efficiency**

The implementation of DIMES will allow Team GPS to continuously improve our staffing and performance capabilities via automated scheduling tools. These tools provide Team GPS supervisors with the ability to monitor staff schedules, facility schedules and locations of both staff and detainees in real-time. Live monitoring of schedules and locations provides Team GPS and ICE personnel with a “facility pulse” and, combined with Team GPS's cross-training methodologies, will allow managers to maximize staff utilization and reduce idle time.

## **5.12 PERSONNEL (C12)**

Staff selection, screening and discipline are integral factors contributing to the successful operation of a detention center. Team GPS provides its employees with the information necessary to ensure compliance with expected staff conduct in the performance of their duties.

### **5.12.1 Minimum Standards for Employee Conduct (C12.1)**

Team GPS provides each employee with a copy of our Employee Handbook and our Code of Conduct which is signed by the employee to acknowledge the basic rules of behavior expected. The Code of Conduct is reviewed and re-signed annually during refresher training. We also provide each armed Officer with the ICE and GPS Firearms Policy. Our Code of Conduct form is illustrated in Exhibit 8 on the following page:

### Exhibit 8: Code of Conduct

EMPLOYEE CODE OF CONDUCT	
<b>1. Personal Conduct</b>	
The use of illegal drugs or narcotics or the abuse of any drug or narcotic is strictly prohibited at any time. Use of alcohol while on duty or immediately prior to reporting for duty, or being under the influence of alcohol while on duty, is prohibited. I shall conduct myself in a professional manner at all times when dealing with detainees and others. I understand that prohibited conduct includes:	
A	The use of brutality, physical violence, intimidation, verbal abuse, group punishment or capricious disciplinary actions against a detainee, or any force used beyond that which is reasonably necessary to subdue a detainee. Further, I shall never strike a restrained detainee.
B	Showing partiality toward or becoming emotionally, physically, sexually, or financially involved with any detainee or former detainee.
C	Displaying favoritism or preferential treatment to one detainee, or group of detainees, over another. Further, I am prohibited from allowing any detainee or group of detainees to have control or authority over other detainees.
D	Offering or giving any article, favor, or service to/from a detainee or former detainee, or a detainee's family member or to any person known to be associated with a detainee or former detainee, which is not authorized in the performance of my duties. Neither shall I accept any gift, personal service or favor from a detainee, or former detainee, or from a detainee's family member or associate.
E	Entering into any business relationship with detainees, former detainees, or their families.
F	Having other than incidental outside contact with a detainee, former detainee, or a detainee's family member or associate.
G	Use of obscene or verbally abusive language when communicating with detainees or others. I shall not be demeaning to detainees, former detainees, their families or friends, or others.
H	I am prohibited from engaging in criminal conduct. I am further prohibited, while on Government property, to participate in games for money or other personal property, the operation of gambling devices, conducting a lottery or pool, or selling or purchasing numbers tickets. Illegal activities on my part, in addition to being unlawful, reflect on the integrity of ICE and betray the trust and confidence placed in it by the public. It is expected that I shall obey not only the letter of the law, but also the spirit of the law while engaged in personal or official activities. Should I be charged with, arrested for, or convicted of any felony or misdemeanor, I must immediately inform and provide a written report to the Project Manager. Traffic violations resulting in fines of under \$150 are exempt from this requirement.
I	I am prohibited from engaging in sexual harassment in violation of Civil Rights Act of 1964, as amended.
J	I am prohibited from discussing or disclosing information from detainee files or immigration cases except in the performance of my duties or as required by law.
<b>2. Responsiveness</b>	
A	I am required to remain fully alert and attentive during duty hours.
B	I shall respond immediately and effectively to all emergency situations.
<b>3. Confidentiality</b>	
I will have access to official information with varying degrees of sensitivity. To protect this information, official information may be disclosed or released only as required in the performance of my duties or upon specific authorization from the Contracting Officer (CO). I shall not deny authorized persons access to official information, personnel or institution records.	
<b>4. Facility Identification</b>	
I shall not use my facility credentials, identification cards or badges to coerce, intimidate, or deceive others to obtain any privilege not otherwise authorized in the performance of my duties.	
<b>5. Introduction of Contraband</b>	



EMPLOYEE CODE OF CONDUCT	
A	I am prohibited from introducing contraband into or onto Federal property without the expressed consent of the CO. Contraband shall include any object used to threaten the order, discipline or security of the institution, or life, health or safety of an individual. (Examples of contraband are: weapons, explosive devices, firearms, alcohol, drugs, photographic equipment, computer software, recording devices etc.)
B	I may be subject to drug/alcohol testing, or searches of my person or my personal belongings, upon a finding by the CO, COR, Facility Director, and/or the ICE Officer in Charge of the Facility and/or the Project Manager (or designee) and, that if reasonable suspicion exists that I am in possession of contraband, which if introduced, could endanger the safety of staff or detainees, or the security of the institution. Searches may also be conducted when the CO, COR, Facility Director and/or ICE Officer in Charge of the Facility and/or the Project Manager (or designee) have reasonable suspicion that I am removing contraband or Federal property from the institution.
<b>6. Sanctions for Misconduct</b>	
I understand that penalties for misconduct may include: Reprimand, suspension, demotion, or removal. The CO may direct Team GPS to remove me from the contract for failure to comply with the standards of employee conduct.	
<b>7. Reporting Misconduct</b>	
I shall report all violations, or apparent violations, of the standards of conduct immediately to my Supervisor, Shift Captain, Project Manager, and the COR, Facility Director or designee.	
<b>8. Investigations of Misconduct</b>	
All employees shall fully cooperate in any internal or external investigations conducted by Team GPS or ICE.	
Employee Printed Name	
Employee Signature	
Date Signed	
Witness Signature	
Date Signed	

### **5.12.2 Minimum Personnel Qualifications (C12.2)**

Team GPS will recruit only those applicants who meet the minimum qualification standards expressed in the RFP. We aggressively recruit personnel with prior military police, law enforcement, detention/corrections, and security industry experience (at least 6 months in detention environment), or at least one year military service with an honorable discharge. Our Officers will be graduates of a state approved security guard course as a condition of employment, and will possess appropriate Texas State Guard licenses. Armed Officers will possess a state issued “Level III Armed Guard” permit. TOs will have a valid Commercial Driver’s License. To assist our applicants with qualification, we refer all applicants without such training or experience to a local state licensed Security Training Academy to complete minimum un-armed/armed guard training.

Team GPS is keenly aware of the length of time required to receive Entry-on-Duty clearances for staffing federal contracts by virtue of our performance on several contracts for ICE. Experience shows us that it takes at least 60 to 90 days to “replace” a staff member with approximately 60 days to turn around a clearance from submission to Entry on Duty (EOD) approval, and then 30 days to complete required training.

Staff selection, screening and discipline are integral factors contributing to the successful operation of a detention center. Team GPS provides its employees with the information necessary to ensure compliance with expected staff conduct in the performance of their duties.

We also counsel all applicants regarding their credit report, informing them of the ICE tolerance levels of zero delinquencies on taxes, child support and student loans, and no more than a certain aggregate amount of credit card debt over 30-60 days in arrears. We have also referred numerous applicants to local credit card counseling services to improve their credit worthiness to meet credit score requirements.

At all of our current detention contract sites, we work closely with the Veteran’s Administration and State Work Force Centers through registration of our job postings and have been highly successful in reducing cost to the Government through utilization of state resources for applicant initial processing. We conduct job seminars in VA and State employment facilities and provide applicants with an “orientation” of job requirements as the initial stage of recruiting.

We then conduct initial criminal background checks, previous employment verification and personal reference checks for interested applicants. Those who are preliminarily qualified are invited to take a pre-employment drug test and physical and are processed via the federal E-Verify system. If qualified, they are then provided with the various forms to complete their clearance process. We monitor this process closely to ensure completion within the 10 days allowed. Once the 10 day initiation notice is received, we personally call the applicant in to complete the e-QIP process online. Once the process is completed, and an EOD received, we schedule outfitting and training.

#### **5.12.2.1 Suitability Determination Processing (H.2)**

Our management team, through performance on numerous federal contracts including five ICE detention center contracts, is fully aware of our responsibility and the administrative process for the conduct of background investigations. Our Project Manager and administrative staff personally oversee the clearance process to ensure all documentation presented to the COR is



complete. We further track e-QIP initiations to ensure the applicant has responded within 10 days of notification to avoid rejection of the application. At least 35 days prior the start of the contract, or five days prior to the applicant's projected EOD (and once the 85P has been completed online), our Project Manager forwards the following package to the COR for staff requiring access to sensitive information:

Form	Original	Copy
Standard Form 85P	1	1
e-QIP Signature Page	1	1
e-QIP Release of Information	1	1
e-QIP Release of Medical Information	1	1
FD Form 258 Fingerprint Chart	2	
Foreign National Relatives & Associates Statement	1	1
DHS 11000-9 Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the "Fair Credit Reporting Act"	1	1
Optional Form 306 Declaration for Federal Employment	1	1

Within 21 days of submission of suitability package to the COR, we provide drug screening results.

We are aware of the factors that may cause a clearance to be withdrawn and our Project Manager will notify the COR of any information received that could affect an employee's clearance status. We will also notify the COR when an applicant withdraws an application so that the further processing of a security clearance/suitability determination can be halted.

An active spreadsheet of applicants being processed for suitability will be maintained and submitted to the COR when required.

#### **5.12.2.2 Suitability Determination Adjudication (H.2)**

We understand, through our current and past contract performance, that ICE retains final authority over granting, denying, withholding, or terminating employees due to unsuitability. We further understand that a preliminary EOD approval does not constitute a full employment suitability determination, and that such preliminary approval will in no way prevent later withholding or termination of such clearance to work. We also understand that no employee may be granted access to an ICE facility (unescorted) or to classified information without a favorable EOD decision.

#### **5.12.2.3 Contract Transfers/Current Staff from other Contracts (H.2)**

Should we transfer staff from our other ICE Detention Facilities to the EPSPC Facility, or utilize them during transition, we will provide the COR with satisfactory evidence of their current suitability determination. We intend to utilize selected trainers, quality assurance staff and corporate level staff with appropriate clearances during the transition. If any staff member utilized during transition does not possess a current suitability determination, the staff member will be escorted by a staff member with the appropriate clearance while on Government property.

#### **5.12.2.4 Continued Eligibility (H.2)**

If, after EOD is granted, subsequent disqualifying information is reported to us by the COR, we will promptly remove the individual from the contract. If we discover such information, we will report it to the COR, and also remove the individual. We understand that all employees may be

subject to re-investigation upon discovery of derogatory information and/or every five years. It is our understanding that the ICE Security Department will notify us when five year updates are required. We will notify ICE of any employee terminated or who resigns to facilitate cancellation of the employee's clearance. We will retrieve any access card or employee credential for employees who leave our employment.

#### **5.12.2.5 Sensitive Information Positions (H.2)**

Through our current service for DHS-ICE, we are aware of the positions/posts that may require access to sensitive information and/or ICE computer systems. While we fully understand that few, if any, of the positions under this contract will require such access, we ensure, through appropriate screening and scheduling, that only approved employees are assigned to positions requiring such access.

In accordance with current procedures and the RFP, we will submit the complete investigation packages consisting of the forms listed above in subparagraph 5.12.2.1 and in Section H.2 of the RFP within 35 days of contract start, or during performance, within five days prior to entry on duty.

### **5.12.3 General Health Requirements (C12.3)**

Through our management team's detention service experience at PIDC, ECSPC, and FSPC, Team GPS is aware of the health requirements required for service on this contract. We have an established relationship with local physicians/clinics experienced in conducting pre-EOD physicals utilizing the SF-88/DOT physical forms, return to duty and fitness for duty medical exams; drug tests will be analyzed by a COR-approved lab.

We will provide for annual physicals, respirator fit testing when necessary, and TB tests (and random drug testing) as required. During the first option period of performance (and thereafter), we intend to schedule these physicals/TB tests to coincide with the staff member's annual refresher training period in order to avoid all staff having to undergo these requirements in the same month.

#### **5.12.3.1 Detention and Transportation Health Requirements (C12.3.1)**

All employees hired for detention/transportation positions will meet the general health standards required to perform their duties in accordance with PBNDS/ACA Standards and possess the ability to fully perform all required physical duties of these positions. We require each employee candidate to sign a Physical Requirements Acknowledgement form (Exhibit 9) on the following page prior to hiring to ensure their understanding of the physical demands of these positions.



**Exhibit 9: Physical Requirements Acknowledgement Form**

PHYSICAL REQUIREMENTS ACKNOWLEDGEMENT FORM	
Employee Initials	Requirement
<b>I understand that:</b>	
	Detention Officers must be free from any serious physical illnesses, ailments, or maladies, including epilepsy. This also includes other diseases that may be transmitted to and result in the disablement of other persons.
	Detention Officers are required to have binocular distant vision must be correctable to 20/20. Any disease or condition, which interferes with a person's vision, may be considered disqualifying.
	Detention Officers are required to be able to hear in the normal range; the use of any hearing aid to comply with the medical standards is acceptable. Any disease or condition, which interferes with the ability to hear, may be considered disqualifying.
	Detention Officers shall not have heart, lung, skeletal, or other physical defects that would impair his/her ability to perform effectively in either normal or emergency situations.
	Detention Officers shall possess unimpaired use of hands, arms, legs, and feet. Detention Officers shall be able to run when necessary and be capable of handling portable fire extinguishers, building fire hoses, and related equipment.
	Detention Officers shall be able to wear all necessary equipment, or other protective items.
	Detention Officers shall be mentally alert and emotionally stable with an absence of detectable neurotic or psychoneurotic conditions that would affect their ability to act during a stressful situation involving mental stress. Detention Officers may be subjected to psychological screening as deemed necessary by the Company. The use of prescribed medications that may impair judgment or physical ability to perform duties may be disqualifying if uncorrectable through substitution.
	As required by the Occupational Safety and Health Administration; 29 CFR, Part 1910.1035 (Occupational Exposure to Tuberculosis), all employees in occupations with high-risk exposure are required to have a TB Skin Test completed annually.
	The Company is required to report immediately any changes to a Detention Officer's health status to the COR. If the COR determines that Contractor employees do not meet minimum health standards, the Contractor's employee must undergo a "Fitness for Duty" examination, and if failed, may be removed from the contract.
	Pre-employment and continuous random drug screenings are conducted.
I understand and acknowledge that I must maintain the above physical qualifications as a condition of employment with the Company for the ICE Detention Services contract. I certify that I do not have any condition either listed above, or other, that would impede my performance of required duties.	
Employee Printed Name	
Employee Signature	
Date Signed	
Witness Signature	
Date Signed	

#### **5.12.3.2 Tuberculosis (TB) Testing (C12.3.2)**

Team GPS teammates currently provide annual TB testing for over 600 detention employees at PIDC and FSPC. We utilize two separate methods to track completion of this requirement (depending upon the practicality of one method over the other): We either record the initial test date in a data base and schedule Officers for annual testing based on the initial screening date; or, alternatively, we use the month of annual refresher training as the date for TB testing. By whichever method we track completion, 100% of staff receive the annual test. For this contract, we will schedule annual TB testing with the annual physical during refresher training.

#### **5.12.3.3 Drug Screening (C12.3.3)**

Team GPS ensures that each newly hired employee is drug tested during in processing prior to EOD. Tests are conducted at a COR-approved lab and most frequently accomplished in conjunction with the required physical examination. Drug tests and physicals are conducted with results forwarded to the COR within 21 days of submission of the security packet.

We also conduct random drug screening of 20% of the Detention Officer/Supervisor staff annually, broken into monthly quotas. We conduct random drug screening on 50% and random alcohol testing on 10% of the transport (driver) Officers annually, broken into monthly quotas to comply with FMCSA and USDOT standards. We utilize a “randomizer” computer program to select candidates for random drug/alcohol screening. Random Drug Screening results will be delivered to the COR within 24 hours of testing.

All Officers will be subject to immediate drug tests in the case of an accident/injury and annually during their physical. All employees involved in a Use of Force incident will also receive a drug test/alcohol screening. For this contract, we will schedule an annual drug screen along with the annual physical in addition to random drug screens listed above. Team GPS utilizes a standard drug screening for the following:

- a. cocaine
- b. amphetamines (speed)
- c. tetrahydrocannabinol (marijuana)
- d. opiates (opium, heroine, morphine, fentanyl, hydrocodone and oxycodone)
- e. phencyclidine (PCP, Angel Dust)

#### **5.12.3.4 Respirator Fit Testing**

Team GPS will provide for employee medical review and fit-test all employees for N95 respirators. We will provide N95's whenever deemed necessary and prudent by either ICE or national medical advisories.

#### **5.12.4 Employee Disqualification (C12.4)**

Team GPS requires that all employees sign a Removal from Duty Acknowledgement Form (Exhibit 10) during initial hiring and annually during refresher training to ensure they are aware of the various reasons for which they may be disqualified from service on the contract. The form contains each of the bullet points in RFP paragraph C12.4 and is found on the following page.



**Exhibit 10: Employee Disqualification/Removal from Duty Acknowledgement Form**

<b>EMPLOYEE DISQUALIFICATION/REMOVAL FROM DUTY ACKNOWLEDGEMENT</b>	
<b>I understand that I may be disqualified and removed from duty for the following:</b>	
1	Violations of the Code of Conduct*
2	Conviction of a felony, a crime of violence, or a serious misdemeanor.
3	Possessing a record of arrests for continuing offenses.
4	Falsification of information entered on suitability forms.
5	Non-payment of court ordered payments (child support, liens, etc.) or excessive delinquent debt as determined by credit check.
6	Misconduct or negligence in prior employment, which would, have a bearing on efficient service in the position in question, or would interfere with or prevent effective accomplishment by the employing agency of its duties and responsibilities.
7	Alcohol abuse of a nature and duration, which suggests that the applicant or appointee would be prevented from performing the duties of the position in question, or would constitute a direct threat to the property or safety of others.
8	Illegal use of narcotics, drugs, or other controlled substances, without evidence of substantial rehabilitation. Use of prescription medications that may impair judgment or physical ability to perform duties may be disqualifying if uncorrectable through substitution.
Employee Printed Name	
Employee Signature	
Date Signed	
Witness Signature	
Date Signed	
*Code of Conduct violations include violation of company policies, such as insubordination, dereliction of duty; ICE/facility Policies and Procedures; federal and state criminal laws	

### 5.12.5 Unfit for Duty (C12.5)

Team GPS requires all employees sign an Unfit for Duty Acknowledgement Form (Exhibit 11 on the following page) to ensure they are aware of the various reasons for which they may be found unfit and thus disqualified from service on the contract; the form contains each of the bullet points listed in RFP paragraph C12.5.

#### Exhibit 11: Employee “Unfit for Duty” Acknowledgement Form

EMPLOYEE “UNFIT FOR DUTY” ACKNOWLEDGEMENT	
<b>I understand that I may be found “Unfit for Duty” for the following:</b>	
1	Violation of the Rules and Regulations Governing Detention Facilities set forth in PBNDS/ACA Standards
2	Violation of the Rules and Regulations Governing Public Buildings and Grounds, 41 CFR 101-20.3
3	Neglect of duty, including sleeping while on duty, loafing, unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during official time (including Union Business if not specifically authorized), leaving post without relief (if required to be relieved), and refusing to render assistance or cooperate in upholding the integrity of the security program at the Facility.
4	Falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records, or concealment of material facts by willful omissions from official documents or records (including, but not limited to, logbooks, statements related to investigations, and other utterances, whether written or verbal of an untruthful nature).
5	Theft, vandalism, immoral conduct, or any other criminal actions.
6	Possessing, selling, consuming, or being under the influence of intoxicants, drugs, or substances which produce similar effects.
7	Unethical or improper use of official authority or credentials (on or off duty).
8	Unauthorized use of communications equipment, Government computer systems, or Government property.
9	Misuse of equipment or weapons.
10	Violations of security procedures or regulations.
11	Recurring tardiness.
12	Possession of alcohol, illegal substances or contraband while on duty.
13	Undue fraternization with detainees as determined by the COR.
14	Repeated failure to comply with visitor procedures as determined by the COR.
15	Performance, as determined by investigation by the CO involving acquiescence, negligence, misconduct, lack of diligence, good judgment, and/or good common sense resulting in, or contributing to, a detainee escape.
16	Failure to maintain acceptable levels of proficiency or to fulfill training requirements.
17	Changes in an employee’s ability to meet the physical and/or mental health requirements of the contract.
18	Contractor employee who is under investigation by any law enforcement agency will be removed from duties pending outcome and disposition of investigation.
Employee Printed Name	
Employee Signature	
Date Signed	
Witness Signature	
Date Signed	



### **5.12.6 Reassignment (C12.6)**

Team GPS will inform the COR immediately of any employee who has been arrested or who has been alleged to have committed misconduct, as described in paragraphs 5.12.4 and 5.12.5 above, and reassign the individual to duties that do not involve detainee contact, if such positions are available, or removed from duty on the contract. Our collective bargaining agreement makes failing to report an arrest an immediate termination offense. If a reassignment is warranted, we will seek the COR's approval prior to affecting such. If reassignment is not warranted or approved, or if no post with limited detainee contact is available, we will place the employee on indefinite administrative leave pending the outcome of legal proceedings. If the employee is subsequently convicted of an offense that constitutes a reason for removal, the employee will be terminated. If not, the employee will be reassigned to an available post with the COR's approval.

### **5.12.7 Adverse Employee Information (C12.7)**

The Team GPS Project Manager will immediately report adverse employee information to the COR and take the appropriate action (reassignment or removal). We understand that this information affects the employee's suitability and that ICE may direct removal by revoking the suitability determination. Substantiated adverse information will be reported regardless of employment actions taken against the employee.

### **5.12.8 Employee Terminations/Resignations (C12.8)**

Our Project Manager will notify the COR within 24 hours of any employee termination or resignation. We understand that ICE will in turn remove the suitability determination on the individual from our account. We will retrieve any Government issued employee credential, pass card or PIV card and turn these over to the COR no later than the next business day following the termination or resignation. If any credential, PIV card or pass card cannot be collected within this timeframe, a report will be filed with the COR within 3 days of notification listing the last known disposition of the document.

### **5.12.9 Tour of Duty Restrictions (C12.9)**

We understand, through past experience on five ICE detention contracts, that no Officer shall be permitted/required to work more than 12 hours in any 24 hour period and that all Officers shall have at least 8 hours rest between shifts. Should an employee be required, by emergency conditions, to work beyond 12 hours, our Project Manager or Shift Captain will notify the COR and receive authorization prior to extending any work shift past 12 hours. Team GPS specifically trains its Supervisors and scheduling employees on this requirement, and the daily record of presence is reviewed at the end of each 8 hour period to ensure tour of duty restrictions are observed including shift lengths for Transportation Officers and "on demand" guards who may be stationed at posts outside the facility.

### **5.12.10 Dual Positions (C12.10)**

Detention Officers are under a Union contract and thus may not perform Supervisory duties. Therefore Detention Officers may not work as Supervisors and Supervisors may not work as Detention Officers. Only fully qualified and COR approved Supervisors will be utilized. We may

employ “part time” Supervisors on this contract. However, they will only perform Supervisor duties.

### 5.12.11 Personnel Files (C12.11)

Team GPS maintains employee files for all personnel employed at the contract site; these employee files will be made available to the COR as requested. Our personnel files are divided by purpose, such as Employment Information Forms/Acknowledgements; Performance and Discipline; Pay and Personnel Actions; Training; Medical; and Driver Qualification (See Exhibits 12 and 13).

#### Exhibit 12: Employee Personnel File Contents

EMPLOYEE PERSONNEL FILE CONTENTS	
<b>Section 1- Employment</b>	Form 005 Employment Application
	Form 007 Previous Employment Vouchering
	Evidence of Criminal Records Check
	Record of Clearance and related source documents (such as copy of 85P and associated forms)
	I-9 Certification Form and documents used to conduct verification
<b>Section 2- Performance and Discipline</b>	Form 100 File Note
	Form 101 Record of Counseling
	Form 102 Warning Letter
	Form 103 Disciplinary Form
	Form 104 Officer Performance Evaluation
	Form 105 Supervisor Performance Evaluation
	Form 106 Absence/Tardy Report
	Form 107 Time Correction Form
	Form 108 Pay Correction Request Form
	Form 109 Absence/Pay Request Form
	Form 110 Overtime Authorization Form
	DOL WH-380 Certification of Health Care Provider – FMLA
	DOL WH-381 Employer Response to Request for FMLA
	Commendatory Correspondence (employee of month/quarter, etc.)
<b>Section 3- Pay and Personnel</b>	Form 001 HR/Training Schedule
	Form 002 Employment Agreement
	Form 004 e-Qip Data Forms
	Form 009 Direct Deposit Authorization
	Form 011 Uniform Issue Record
	Form 012 Drug Test Consent
	Form 013 EEO Data
	Form 014 Proprietary Information
	Form 015 Code of Conduct
	Form 016 Physical Requirements Acknowledgement
	Form 017 Removal from Duty Acknowledgement
	Form 018 Unfit for Duty Acknowledgement

#### Exhibit 13: Employee Personnel Files Maintained by Separate Departments

Team GPS Training Officer(s) will maintain separate training/credentials files for each employee:	
<b>Training/ Credentials</b>	Training Completion Certificates; exams; other training materials
	Copy of state licenses/permits
	Copy of CPR/First Aid Cards
	Backup Employee Credential Card



<b>Team GPS Training Officer(s) will maintain separate training/credentials files for each employee:</b>	
<b>Team GPS also maintains separate medical files for each employee containing:</b>	
<b>Medical Record</b>	DOT Physical for armed Transportation Officers
	SF 88 for unarmed Detention Officers
	Annual TB test results
	Drug screening results (initial/random)
	Copy of Respirator Fit Test
<b>For armed Transportation Officers, Team GPS will maintain a separate Department of Transportation “driver qualification folder” containing the following documents (as required by FMCSA/State):</b>	
<b>Driver Qualification Record</b>	Bus Driver Application (if applicable)
	General Consent for Release of Personal Information
	Bi-annual Oral/Written Examination
	Annual Road Test
	Carrier Annual Review of Driving Record
	Certified Examiner of Training and Evaluation Experience
	Employee Driving History Request from Previous Employers
	Annual Defensive Driving Report (License check)
	Copy of CDL

### 5.12.12 Disclaimers (C12.12)

Team GPS trains our employees to indicate that any communications (either verbal or written) do not necessarily reflect the position of the United States Government. No Team GPS employee is allowed to communicate any “contract” specific information, including but not limited to, facility information, policies, procedures, detainee information, unless specifically authorized by ICE to do so.

### 5.12.13 Uniform Requirements (C12.13)

Team GPS will provide its detention staff with all contract required articles; uniform shirts will be light blue and trousers dark navy (black BDU style for Transportation Officers); all duty gear will be black nylon. Team GPS issues velcro-attached cloth name tags to employees to place on their uniform. We also utilize cloth badges and rank insignia (shoulder epaulettes) to reduce the presence of sharp metal objects in the facility. Team GPS will provide the following uniform/duty gear:

**Exhibit 14: Contractor Provided Uniforms/Duty Gear**

Item	Supervisors	Armed Staff	Detention Officers
	Quantity	Quantity	Quantity
Shirt, short sleeve*	4	4	4
Trousers	4	4 BDU	4
Duty Boots (Detention Officers have boot allowance)	1	1	1
Duty Belt	1	1	1
Belt Keepers, set of 4	1	1	1
Trouser belt	1	1	1
Cap, ball; replace each 3 months*	1	1	1
Windbreaker*	1	1	1
Cold weather jacket (bomber style)*	1	1	1
Raincoat	1	1	1
CPR Mask/Gloves set	1	1	1

Item	Supervisors	Armed Staff	Detention Officers
	Quantity	Quantity	Quantity
Radio Holder	1	1	1
Cell Phone Holder (TOs/Supervisors)	1	1	
Search Gloves	1	1	1
Handcuffs/Key	1	1	1
Handcuff Case	1	1	1
Key holder	1	1	1
Mini-Maglite flashlight/flashlight holder and batteries	1	1	1
Semi-automatic pistol**		1	
“Carry” ammunition; rounds** (3 magazines)		45	
Holster, dual retention**		1	
Double magazine holder**		1	
21” collapsible baton/holder**		1	
OC Spray/holder**		1	
Body Armor, Level IIIA**		1	
Cell Phone	1		
* Shoulder patches on shirts/jackets/ball caps will comply with Texas State law and be that of the company for whom the employee works.			
* Armed Staff only (Note: Transportation Officers will wear BDU trousers; other armed staff will not); note			
* our DCT/Riot Gear includes OC Spray/holders for up of 30% of detention staff			

#### 5.12.14 Identification Credentials (C12.14)

Each employee will be issued a credential card once suitability determination/clearance has been received. Credentials will be revoked for any staff member on suspension or who is removed from the contract. Staff will wear an ICE-issued facility credential and have a Team GPS-issued identification credential on their person containing the information listed in RFP paragraph C12.14.

##### 5.12.14.1 Business Permits and Licenses (C12.14.1)

Team GPS already possesses all required Texas State licensing requirements including Security Agency, Training Center Level III Armed, and Qualified Manager licenses. Additionally, Team GPS possesses USDOT/TXDOT numbers and a Federal Motor Carrier Registration number, and a Federal Firearms Dealer License.

##### 5.12.14.2 Licensing of Employees (C12.14.2)

Team GPS will ensure that all employees possess State of Texas guard permits when required under state law. Armed guard permits are required for transportation and other armed guard posts. A Commercial Driver’s License is required for Transportation Officers. We maintain copies of State Licenses in our personnel files which are available to COR upon request.

##### 5.12.14.3 Jurisdiction (C12.14.3)

We understand the jurisdiction limitations of the contract and will not extend services into any unauthorized area. Team GPS staff will not be assigned to duties on any other contract outside of ICE during the performance period of the contract.



### 5.12.15 Encroachment (C12.15)

Team GPS Officers are trained that they are not authorized access to Government equipment, documents, materials and telephones for any purpose other than as authorized by ICE. Officers will only enter authorized areas of the facility in performance of their duties. Staff who attempt unauthorized access to such will be disciplined up to and including termination of the offense so warrants.

### 5.13 STAFFING PLAN (C13)

The Team GPS Staffing Plan is provided in Section 8, Factor 1: Subfactor 4 – Staffing Plan of this document. The staffing charts and organization chart included in Section 8, Factor 1: Subfactor 4 - Staffing Plan of this document in order to provide our estimated performance hours and staffing requirements by position for all categories of employees proposed. The following exhibit summarizes staffing and hours for our proposal for EPSPC services:

**Exhibit 15: Staffing and Hours Proposed for EPSPC Services**

Position	Hours	FTE
<i>*Project Manager</i>	2,080	1
<i>*Assistant Project Manager</i>	2,080	1
Human Resources Manager	2,080	1
Safety Manager	2,080	1
Quality Assurance Manager	2,080	1
Q/A Officer	2,080	1
<i>*Training Officer</i>	2,080	1
Assistant Training Officer	2,080	1
Detainee Supply Specialist	2,080	1
Commissary Lead	2,080	1
Food Service Manager	2,080	1
Assistant Food Service Manager	2,080	1
Admin/Pay Clerk	2,080	1
Shift Captains	8,760	5
Shift Supervisors	23,360	13
Transport/Airport Supervisors	8,760	5
Detention Officers** (including 2 ACA Compliance Officers)	515,303	283
Communications Control Specialists**	27,101	15
Property Clerks ** (3 shifts, 7 days)	9,034	5
Armed Transportation Officers	63,424	36
Armed Detention Officers**	29,565	17
Armed Airport Officers	16,704	10
Food Service Staff	49,640	26
<b>Total</b>	<b>778,691</b>	<b>428</b>
<b>**Note: Where applicable, the hours for each type of employee include .25 hours muster time per post</b>		
<b>*Key Personnel</b>		

Sufficient staffing is critical to meeting contract objectives. At the Corporate Level, Team GPS constantly monitors facility staffing through review of monthly Activities Reports submitted by our Project Managers to our Corporate Offices. We also provide an on-site Human Resources

Manager to facilitate the new hire process and coordinate our recruiting efforts with various sources.

In computing the staffing for this contract, our “FTE factor” took into account deductions for training, vacation, and sick leave. We also added hours/FTE for relief requirements in order to provide physical relief to posts.

### **5.13.1 Facility Staffing Plan (C13.1)**

Team GPS’s Facility Post Table is presented in Section 8, Factor 1: Subfactor 4 - Staffing Plan of this document.

Team

### **5.13.2 Corporate Management Team**

The Team GPS highly qualified and experienced Corporate Management Team will support our local key personnel and managers at EPSPC; among these are:

**GPS Corporate Chief Financial Officer:** GPS’s Chief Financial Officer will conduct liaison with the Contracting Officer/Specialist regarding acceptance of contract modifications and pricing for any equitable adjustments caused by modification or CBA/Wage Determination changes.

**GPS Operations Manager:** The GPS Operations Manager will conduct liaison with CO/COR/PM/Assistant Project Manager and Facility Director as necessary to ensure customer satisfaction with services and to resolve administrative or operational issues, as applicable. This manager oversees the Project Manager to ensure customer satisfaction with services and to resolve any performance issues, as applicable; and provides logistics support, and bi-monthly on-site quality assurance reviews (alternating months with Asset VP Operations and Argos President).

**Asset VP Contract Administration:** Asset’s VP of Contract Administration will assist the GPS Chief Financial Officer (CFO), Operations Manager and Asset VP Operations with administrative actions pertinent to contract management.

**Asset VP Operations:** Asset’s Vice President of Operations will assist the GPS Operations Manager in devising operational plans to meet contract requirements and conduct bi-monthly quality assurance reviews (alternating months with GPS Operations Manager and Argos President).

**Asset Fleet Manager:** Asset’s Fleet Manager will assist the PM/Assistant Project Manager in overseeing the Transportation Department for DOT Compliance purposes and provide logistics support as necessary.

**Argos President:** Argos’ President will assist the Project Manager in overseeing the Quality Assurance Program and providing Quality Assurance staff. Argos’ President will conduct bi-monthly on-site quality assurance reviews of these programs. The Quality Assurance Manager and Q/A Officer will report to Argos’ President and the COR, providing simultaneous inspection results to the PM.



**Trinity Operations Manager:** Trinity's Operations Manager will assist the Project Manager in overseeing the Food Service and Commissary operations providing appropriately trained and experienced staff and Quality Assurance oversight. The on-site Food Service Manager will report directly to the Project Manager for contract performance.

#### 5.13.2.1 EPSPC Management Team

Team GPS is committed to providing a highly experienced, professional and motivated management team at EPSPC. Our proposed management team consists of the following personnel listed in Exhibit 16.

**Exhibit 16: Team GPS Corporate Management**

Team GPS Corporate Management			
Position	Company	Name	Experience (Years)
Corporate Operations Manager	GPS	Jorg Jensen	4 years as DHS Processing Centers Operations Manager 6 years other Military/Government Contract Operations 9 years Army Officer
Corporate Operations Manager	ASSET	Brian Mandel	8 Years ICE Contract Management Experience
Corporate Contract Administration	GPS	Paul Schanzenbach	10 Years as a Cost/Price Analyst for Development of Government Proposals 15 Years as Contract Administer for Government Contracts
Corporate Contract Administration	ASSET	Ron Gates	14 years Detention Contract Administration 27 years Military Human Resources & Administration (LCDR, USN-Retired)
*Project Manager	GPS	Alfred Legler	5+ Years as ECSPC PM 12 Years ICE Contract Detention Services 10 Years Military
*Assistant Project Manager	GPS	Danny Rios	4 Years QA ICE PIDC 4 Years Senior Warden TDC 33 Years' Service TDC
Quality Assurance	ARGOS	Sergio Olivares	30 years of wide-ranging military and security industry experience, specializing in training, quality assurance, and operations
Occupational Health/Safety Manager	GPS	Ryan Schubert, OHST, CHST	10 years Health and Safety Experience. Board of Certified Safety Professionals certifications OHST and CHST. Former Alaska OSHA Occupational Safety and Compliance Enforcement Officer. Current OSHA Authorized Trainer
*Training Officer	ASSET	Steven Pluma	3 years Training Officer EPSPC 6 years overall TXDOJ and ICE training experience 16 years combined TXDOJ/ICE Detention experience
Food Service Manager	TRINITY	Samuel Walker	4 years Food Service Manager/Assistant Food Service Manager EPSPC 13 years TX DCJ Food Service management 20 years Military Food Service management
<b>*Key Personnel per RFP</b>			



## 5.14 KEY PERSONNEL (C14)

The Team GPS management and Supervisory team is unsurpassed in terms of PBDS/ACA professional knowledge and detention management acumen. Position Descriptions for Key Personnel are included in Section 9, Factor 1: Subfactor 5, Paragraph 9.4 of this document.

### 5.14.1 Project Manager (PM)

GPS' Project Manager for this contract, Alfred Legler, is the former Project Manager for the El Centro Service Processing Center, where he daily oversaw detention, food service and transportation services for over five years. He has 13 years overall DHS-ICE detention facility experience, working his way up from detention officer, through the supervisory ranks, to Project Manager and was then appointed as Asset's Corporate Operations Manager. This former U.S. Marine possesses the management acumen, ingenuity, innovativeness and high octane energy level necessary to manage this contract successfully. Mr. Legler more than meets all contract requirements for education, experience and career development for the position. He will liaise with the AFOD, Facility Director and COR on a daily basis to ensure effective communications exist between Team GPS and the Government. The Project Manager will be accountable to the COR on a 24/7 basis via cell phone and email and in person as necessary, but no less than Monday through Friday during regular facility day shift hours.

The Project Manager is empowered to make operational decisions with respect to the day to day management of detention, transportation, commissary, and food services provided. The Project Manager, as our Chief of Administration, will act as the "Corporate Security Officer" for liaison purposes with the ICE Security Department. The Project Manager is responsible for providing all deliverables including various recurring reports, plans and post orders, metric data, and for maintaining auditable files for inspection purposes. The Project Manager will also ensure that staff maintains their qualifications such as basic employment eligibility, training completion, firearms proficiency, medical/physical standards, and state required licensure. He will also ensure Team GPS employees are disciplined when performance warrants, as well as recognized for superior contributions.

We are proposing 7 days per week management availability at the site. The Project Manager, Assistant Project Manager, and our Shift Operations Captains will provide this coverage.

*Note: Primary Managers (Project Manager, Assistant Project Manager) will not be on authorized leave simultaneously. In the absence (vacation, sick leave) of one of the Primary Managers, the remaining primary manager will temporarily perform the duties of both positions.*

### 5.14.2 Assistant Project Manager

We have selected Danny Rios for the Assistant Project Manager position. He has 33 years' experience with the Texas Department of Justice. In the past 4 years, he acted as the Quality Control Manager at PIDC ensuring compliance with PBNDS and ACA standards. His expertise was highly significant in PIDC's successful ACA reaccreditation in 2011 and 2014 with a score of 99.64, the second highest score ever achieved. Mr. Rios' experience and management skills make him an ideal candidate for the APM position. Mr. Rios also has 18 years of experience in transportation operations for Texas Correctional Institutions, providing him the tools necessary to oversee transportation operations. He meets all contract requirements for education,



experience and career development for the position. The Assistant Project Manager will oversee subordinate managers such as HR, Safety, Food Service, Training, Commissary/Detainee Funds accountability, coordinating their efforts to achieve team cohesiveness and effectiveness. He will also act as or PREA Coordinator.

### **5.14.3 Training Officer**

Mr. Steven Pluma will be our Training Officer. He has over 16 years Texas Department of Justice (TXDOJ) and Security experience, including three years as a TXDOJ trainer and three years as the current Training Officer at EPSPC. Mr. Pluma holds an Associate of Applied Science in Business Management, from El Paso Community College, El Paso, Texas. He is a certified instructor (through the TXDOJ) and holds additional current instructor certifications in chemical agents, firearms, defensive tactics, American Red Cross CPR/First Aid/AED, blood-borne pathogens, expandable baton, basic self-defense, cell extraction, sexual harassment in the workplace, x-ray imagining systems, and safety data sheets.

### **5.14.4 Substitution of Key Personnel (C14.2.1)**

Team GPS will notify the CO and COR at least 15 days (30 days if a security clearance is required) prior to making any changes to Key Personnel. Any substitute key personnel staff will possess the contract required qualifications demonstrated through submission of a Key Personnel Resume.

### **5.14.5 Organization Chart (C14.3)**

Team GPS has included an Organization Chart Section 8, Factor 1: Subfactor 4 - Staffing Plan of this document. The specific paragraph number is 8.2.2.

## **5.15 PERSONNEL SCREENING PROCEDURES (C15)**

Team GPS utilizes a nationally recognized pre-employment background screening firm to conduct research on each employee hired. Our vendor provides services to thousands of companies including Fortune 500 firms. Screening consists of a state and national criminal records check, credit check and Motor Vehicle Records check. We follow this with a reference/verification check of previous employers. In addition, for Transportation Officers, we request the driver records from the state from which the employee's license is issued in accordance with USDOT policy. Furthermore, we verify the driver's employment history with previous transportation companies per USDOT and Federal Motor Carrier regulations.

### **5.15.1 Work Authorization (C15.1)**

We utilize the Federal E-Verify program to determine an applicant's eligibility to work. Each employee will have a valid social security card and complete the required I-9 document to certify employment eligibility. Team GPS is registered for the E-Verify program.

Through our past performance at several ICE detention centers, we fully understand the requirement to conduct thorough pre-employment background and work eligibility checks and that we are responsible for any acts and omissions of our employees. We will ensure through screening that no illegal or undocumented personnel are employed by Team GPS, and thus none are employed on this contract. The requirements for pre-screening and E-Verify program use are incorporated into our subcontracts.



## 5.16 TRAINING (C16)

PBNDS 7.3 and ACA 4-ALDF-7B-05 through 7B-17, Post Orders, ICE and Facility Policies and Procedures provide the basis for training at EPSPC.

Team GPS Training Staff possess appropriate state certifications for Firearms Instructors, American Heart or American Red Cross CPR/AED/First Aid Instructor certifications and ACA Train-the-Trainer certificates (or they are certified as instructors through appropriate state or nationally recognized institutions). We will maintain an electronic data base in “Excel<sup>TM</sup>” format that records each employee’s training record. We also maintain paper copies of training completion in each employee’s personnel file. Training records, including exam results, will be made available to the COR upon request.



Our highly experienced Training Director will provide the COR (via the Project Manager) with a detailed Annual Training Plan and a monthly Training Forecast and Report of Training Completed. The COR will be provided with the date, time and location of all training provided to enable ICE observance of training delivered, including quarterly firearms qualifications. In our past performance, we have invited ICE to attend our ACA training classes and our CPR/AED/First Aid Training classes without cost to the Government. We will afford this courtesy at EPSPC throughout our contract.



Team GPS is committed to keeping abreast of changing conditions which can and will impact EPSPC operations. We regularly adjust our training regimen to address changing conditions. Our Training Director will work closely with ICE Training Staff to refine training content to meet any specifically identified topics, or to address remedial concerns. Our EPSPC management staff hold annual training meetings to identify problem areas, skill sets that require additional honing, and operational changes that require additional training. This information is incorporated into the next year’s training plan. Through this program, Team GPS provides up to date, relevant, and timely training that consistently addresses current needs. We also endeavor to be proactive and develop training for future needs. We regularly explore training that would supplement the existing program to benefit not only the Officers, but ICE-ERO operations. Our training program is fully prepared, should the ICE mission require a rapid and reliable surge in staffing to address current events. Such proactive training development is an integral part of our commitment to being a reliable long-term partner with ICE. We have reviewed the training program requirements as specified in the RFP. Our Training Program will not only meet the requirements in the RFP, it will exceed them. Our Training Program is summarized in Exhibit 17 following this narrative.

Team GPS’s training program is based on PNBDS 2011/ACA Standards, Post Orders, and specific ICE and Facility Policies and Procedures. We have received numerous accolades from various inspection teams regarding the quality and content of our training; several inspectors



have directly attributed the high scores achieved on PBNDS and ACA compliance audits to the level of training we provide.

The results we have achieved were realized by working closely with our ICE counterparts to identify training requirements that reflect the “real world” of detention operations. During the past 36 months, due to the sudden influx of high quantities of high risk detainees at PIDC, ECSPC, and FSPC, Team GPS teammates revamped our training program to provide more emphasis on detainee/housing unit management in an increased threat environment. We developed post scenario training and an effective “Officer presence” training course specifically tailored to handling aggressive detainees. When conflicts between detainees arise, our Officers are equipped with the tools to quickly resolve issues and restore order. At all of our ICE detention facilities, we utilize Personnel Qualification Standards checklists to ensure training is standardized and consistent.



To test training effectiveness, our Q/A Officer, and Quality Assurance Manager conduct inspections of posts on a daily basis specifically to verbally test Post Officers on their knowledge of their post, as well as to observe the Officers as they conduct their post business. Our Quality Assurance team then documents the visit and provides a written report to the Project Manager, Shift Supervisors, and our Training Officers. Shift Supervisors take immediate action to rectify any performance issues, and our training department analyzes the Quality Assurance Team’s findings to determine if additional or remedial training is required for either the individual or the entire force.

To ensure our Officers are aware of any developments in the Facility, our Shift Supervisors provide instructional briefings at each daily muster, including a safety briefing, that provides our detention staff with the tools needed to achieve contract objectives. We have developed a *SAFETRAIN* pocket card training program that provides daily safety considerations that keeps our Officers aware of not only the correct way to execute, but also the safe way to execute their tasking.

Team GPS will provide training for staff presented in the following exhibit:

**Exhibit 17: Training for Team GPS Staff at the EPSPC**

	Pre-Entry on Duty/1 <sup>st</sup> Year Training								Subsequent Years' Annual Training						
Staff	ACA	Initial	IT Security (ICE Systems)	OJT	Manager/Supervisor	Initial Weapons (If Armed)	Interactive	Total Hours First Year	ACA/Refresher	IT Security (ICE Systems)	Manager/Supervisor	Interactive Training	Fire Arms Quarterly Recertification	Baton/OC Annual Recertification	Total Hours Subsequent Years
Notes:	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Managers	(b)(7)(E)														
Clerical															
Supervisors															
Detention Officers															
Processing Officers															
Armed Officers															
Airport/Transportation Officers															
Control Center															
Property/Supply															
Food Service															
DCT (DCT Team)															
Notes															
A	(b)(7)(E)														
B															
C															
D															



Notes	
	(b)(7)(E)
E	
F	
G	
H	
I	
J	
K	
L	
M	
N	
O	

### 5.16.1 Initial Training (C16.1)

Prior to post assignment, all newly hired detention staff will receive 40 hours of ACA training prior to 67 hours of PBNDS Basic training (including 2 hours Detainees with Special Needs Training). If their position requires access to Government IT Systems, they also receive 1 hour of IT Security Awareness training as listed in RFP paragraph C16.1. Armed Officers receive an additional 24 hours weapons training. **Team GPS's weapons training program exceeds RFP requirements and the State of Texas training requirements.**

### 5.16.2 On-the-Job Training (C16.2)

Following Initial Training, Team GPS will administer 80 hours of OJT specifically related to the newly hired Officer's duties and those topics specifically listed in RFP paragraph C16.1. During OJT, each staff member completes our proprietary PQS Program designed for their position.

The PQS program consists of a set of standardized checklists that present all of the PBNDS/ACA standards with which all detention staff must comply. We assign a specially screened "mentor" Officer or Training Officer who is responsible for guiding the new hire through the system ensuring understanding of all job requirements. The following, Exhibit 18, is the Table of Contents from GPS's PQS for Detention Officer:



#### Exhibit 18: Detention Officer Personnel Qualifications Standards

QUALIFICATION 2000-1				
BASIC DETENTION OFFICER DUTIES & RESPONSIBILITIES				
LAST NAME	FIRST	MI	EMPLOYEE #	DATE ISSUED PQS
By my signature below, I certify that the above named individual has received On-the-Job Training consisting of topics listed below. I have entered the above Officer's PQS qualification in database files and employee training folder.				
TRAINING OFFICER		SIGNATURE		DATE
CONTENT				
Qualification Number	PBNDS #	Title		Hours

(b)(7)(E)





**Exhibit 20: Supervisor Personnel Qualification Standards**

QUALIFICATION 2000-2				
SUPERVISORY DETENTION OFFICER DUTIES & RESPONSIBILITIES				
In addition to completing PQS Qualification 2000-1, all Officers promoted to Detention Supervisor will complete Qualification 2000-2. Supervisor PQS portion of OJT is 24 hours in duration.				
LAST NAME	FIRST	MI	EMPLOYEE #	DATE ISSUED PQS
By my signature below, I certify that the above named individual has received PQS/On-the-Job Training as indicated herein. I have entered the above Officer's PQS qualification in database files and employee training folder.				
TRAINING OFFICER		SIGNATURE		DATE
CONTENT				
Qualification Number	PBNDs #	Title		Hours
(b)(7)(E)				

**5.16.4 Refresher Training (16.4)**

Team GPS will administer Annual Refresher Training consisting of a review of ACA and Basic Training topics, including the critical topics from the basic training syllabus. Refresher training will include 8 hours of Significant Self Harm/Suicide Prevention and Intervention training required by PBNDs 4.6, Basic First Aid/CPR recertification, Use of Force Policies, Sexual Harassment/Misconduct Awareness, Blood-borne Pathogens, and Sexual Abuse and Assault Prevent/Intervention. Staff members who utilize Government computer systems will receive up to 1 hour of refresher training in Facility Policy and their security responsibilities with respect to systems utilized. Armed Officers will receive 4 hours Baton/OC spray re-certification training. Managers and Supervisors will receive an additional 24 hours of Supervisory refresher training.

**5.16.5 Basic First Aid/CPR Training (C16.5)**

Detention staff receive 8 hours of Basic First Aid/CPR certification training during Basic Training and **annually** (which exceeds RFP requirements) during refresher training. All Training



Instructors are certified by the American Red Cross to instruct these courses and we provide all materials necessary. Food Service staff also receive this training.

#### **5.16.6 Proficiency Testing (C16.6)**

Team GPS has devised training examinations for each topic included in our training syllabi. Each exam has 25 questions and students must pass with a grade of at least 80%. Prior to exam administration, the COR is provided a copy of the exam for approval. For some courses, such as self-defense, the examination may consist of a “skills demonstration” to the instructor.

#### **5.16.7 Interactive Training (C16.7)**

We are proposing 24 hours of interactive training per year, administered at the request of the COR. If the COR does not direct training, we will provide additional refresher training during these hours.

#### **5.16.8 Food Service Training (C16.8)**

Newly Hired Food Service Staff attend 40 of ACA Training and 40 hours of OJT related to their duties. We provide them with 40 hours refresher training including Basic First Aid/CPR, and 8 hours of “in service” Kitchen Safety Review conducted by the Food Service Manager or his Assistants.

#### **5.16.9 Detainees with Special Needs Training (C16.9)**

All newly hired detention staff will attend 2 hours of “Detainees with Special Needs” training as part of their 67 hour basic training package.

#### **5.16.10 Disturbance Control Teams (DCT)**

Staff selected as Disturbance Control Team (DCT) members will attend initial DCT training, 8 hours of monthly DCT training (during 11 months of the year) and 40 hours of annual DCT refresher training per year. Team GPS Training Instructors have assisted ICE with this training at several facilities. We provide “red man” suits, foam training batons, training bags, pads and shields for this training. DCT members will also attend the regular annual refresher training.



#### **5.16.11 Firearms and Baton/OC Spray Training (Armed Officers)**

Staff selected for armed positions (such as IAO, Transportation, EOIR Lobby, Gate Guards) attend 24 hours of initial weapons. This training includes 8 hours Baton/OC Spray training and certification, 8 hours of Weapons Safety, Use of Deadly Force, and 8 hours firearms qualification. During the firearms qualification, Officers fire a minimum of 50 practice rounds prior to their qualification round.

Team GPS has certified firearms instructors on staff to administer firearm training and quarterly qualifications. During quarterly qualifications, Officers fire 50 practice rounds prior to the Qualification Course. We provide all targets, backings, firearms and ammunition. Should an Officer fail to qualify during an initial attempt (as described above), *we provide remedial training prior to conducting a second attempt.* The second attempt will again consist of 50

practice rounds and a qualification shoot. Practice shoots are conducted under the same conditions as the qualification shoot.

#### **5.16.12 Communications Control Specialist Training**

Communications Control Specialists will receive 40 hours of ACA training and 80 hours of On the Job Training prior to assignment to a Control Center post. The OJT consists of training with an experienced Communications Control Specialist with daily post training performance also observed by Supervisory Officers and managers while conducting their rounds. These Specialists will be provided with various scenarios to test their reactions, as well as basic equipment operation, alarm sounds, count procedures, and public address system operation. They will also be instructed on radio discipline and communications codes.

#### **5.16.13 Detainee Supply Specialist Training**

The Detainee Supply Specialist will receive 40 hours of ACA training and 80 hours of On the Job Training prior to assignment to a Supply Specialist post. The OJT consists of training with an experienced Detainee Supply Specialist with daily training performance also observed by Supervisors and staff managers while conducting their rounds. This Technician will be instructed in the use of all ICE forms for detainee property receipt, storage and release. The Detainee Supply Specialist will receive and maintain all federal, state and EPSPC required training, certifications and licensing in order to operate typical warehouse forklifts. Additionally, this technician will be instructed in the use of computer systems and forms for supply ordering, inventory management and records filing and retention.

### **5.17 FIREARMS (C17)**

(b)(7)(E)

Team GPS holds a Federal Firearms License and already possesses the required firearms.

Team GPS accounts for firearms and ammunition daily (shift by shift) utilizing a Firearms and Equipment Control Register. All firearms are tracked in accordance with ATF standards for sub-custody and issue. Shift Supervisors “sight” the firearm serial number and verify it against the firearms register.

In addition to firearms accounting, Team GPS will:

- a. Notify the COR of any inventory discrepancy with respect to firearms, ammunition, or non-lethal weapons.
- b. Ensure Officers will carry their firearms permit as necessary on their person while on duty and while transporting a firearm.
- c. Ensure firearms are routinely inspected by the Transportation Shift Supervisors and cleaned frequently by the Officer assigned the firearm. (During initial firearms training, Officers are trained to inspect and clean their weapons safely by our trained



- firearms instructors.) Sufficient cleaning equipment, oils and solvents will be provided for the purpose of cleaning firearms.
- d. Provide clearing barrel(s) in a COR-designated area.
  - e. Ensure firearms are carried with a round in the chamber (Team GPS firearms are similar to those carried by ICE Personnel and do not have a safety).
  - f. Ensure that a firearms serial number inventory listing is provided to the COR prior to contract performance and updated should changes occur. If more than one firearms safe/locker is provided, the inventory list will reflect the safe/locker in which the firearm is stored.
  - g. Ensure that a duplicate copy of the Officer's firearms permit as necessary will be maintained in the Officer's personnel record.
  - h. Provide lobby gun safes for use by GPS staff when they enter the secured area.
  - i. Ensure the COR is provided with the results of quarterly firearms and annual baton/OC spray recertification for each armed Officer.

### **5.17.1 Team GPS Firearms Qualification Policy**

#### **5.17.1.1 GOAL:**

(b)(7)(E)



#### **5.17.1.3 RANGE RULES**

- A. The Range master is the ultimate authority on the range. Range discipline will be enforced by the Range master, Assistant Firearms Instructors and/or Safety Officers/Line Coach.
- B. **NO CELL PHONES WILL BE ALLOWED AT THE RANGE.**
- C. Any loading/unloading or checking the condition of a weapon(s) will be done either on

- the firing line or in a designated safety area facing a safety berm.
- D. Any person behind the firing line shall maintain their weapon(s) in a holster or transportation device/case.
  - E. The use of eye and ear protection is mandatory during live fire.
  - F. Body armor will be worn at all times while at the range. (NO EXCEPTIONS)
  - G. Company issued caps with a brim must be worn at all times while on the range. (No Exceptions)
  - H. During drawing and/or holstering sequences the trigger finger shall be along the side plate or frame of the weapon.
  - I. When at the “low ready” the trigger finger shall be along the side the side plate or frame of the weapon.
  - J. All shooters are to remain on the firing line unless permission has been obtained from a Range master to leave the line. The weapon will be made safe and holstered prior to leaving.
  - K. Officers will not be permitted near target without Range Master or Line Coach/Monitor. (NO EXCEPTIONS)
  - L. When targets are being scored all Officers must stay at the 3 yard line. Officers will only be allowed near the target after it has been scored by Range Master.
  - M. Un-holstered weapons will be pointed downrange at all times.
  - N. Talking between shooters or unnecessary movement while on the firing line is prohibited. Talking and movement is a distraction to both other shooters and the Range Master.
  - O. Smoking is not permitted on the range. The Range Master may designate a safe area for smoking away from other shooters and ammunition.
  - P. Any shooter who has consumed or is under the influence of alcoholic beverages, drugs, or any medication that may impair the shooters ability will be removed from the range. Shooters MUST tell the Range Master if they have consumed alcohol in the last eight hours or are under the influence of any prescription or non-prescription drugs which might influence their ability to safely handle a weapon.
  - Q. Retrieving loading sources will be done ONLY on command. Shooters will not pick up loading sources while holding an un-holstered weapon or while any weapon on the line is un-holstered.
  - R. Any time a weapon is holstered, the retaining device will be secured.
  - S. A whistle burst means stop firing or cease-fire. A whistle burst may be used if an unsafe condition exists. Any shooter may call a cease-fire if an unsafe condition is observed.
  - T. The handling of weapons will be consistent with the Four Cardinal Range Rules and in accordance with the respect due a deadly weapon. Horseplay, practical jokes or other such action is prohibited.
  - U. Everyone is a safety Officer. Anyone call a “cease fire” at any time.

#### **5.17.1.4 THE FOUR CARDINAL RANGE RULES OF FIREARMS SAFETY**

- A. Presume ALL weapons are ALWAYS loaded
- B. Never let the muzzle cover anything you are not willing to destroy
- C. Keep your finger OFF THE TRIGGER until your sights are on target
- D. Be 100% SURE OF YOUR TARGET. Know what is in line with it, beside it and



behind it.

**5.17.1.5 HANDGUN QUALIFICATION COURSE - Target: B27**

(b)(7)(E)



Course of Fire:				
Stage	Distance	Rounds	Position	Description
(b)(7)(E)				

### 5.17.2 Qualification Procedures

(b)(7)(E)				
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### 5.17.3 Failure to Qualify

(b)(7)(E)				
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(b)(7)(E)



#### **5.17.4 Safe Weapons Handling**

- A. Officers are expected to follow safe weapon handling procedures at all times.
- B. Officers who negligently discharge their weapon will be subject to immediate termination.

#### **5.18 BODY ARMOR (C18)**

Body armor will be provided to all armed Officers while on duty. All armed Officers will wear their body armor whenever they are carrying their weapon. Body armor will conform to ICE Body Armor Policy. Body armor will be replaced as it becomes unserviceable, it becomes ill-fitting, or at the end of service life. Armed staff will receive training and information concerning the health risks of wearing body armor under hot, humid weather conditions. No Officer will utilize personally owned body armor.

#### **5.19 ADDITIONAL EQUIPMENT (C19)**

Team GPS will provide the following additional equipment items:

- a. Handcuffs, handcuff key, and carrying case; handcuffs will be equal in quality to the basic S&W model
- b. Mini-maglite flashlight, batteries, and belt holder
- c. 21" Collapsible Baton/Baton Holder (Armed Officers)
- d. 30" poly-carbon riot baton and holder (DCT/Detention Officers)
- e. OC Spray canister/holder (Armed Officers/DCT); holder for Detention Officers
- f. Inclement weather apparel

(b)(7)(E)



## **5.20 CONTRACTOR ADMINISTRATIVE REQUIREMENTS (C20)**

### **5.20.1 Quality Control Plan (C20.1)**

Team GPS will provide the following administrative functions and requirements: The primary point of contact for communication of performance or administrative issues that the Government may have with GPS (including its subcontractors), will be the Team GPS Project Manager.

- a. Quality Control Plan demonstrating our ability to perform inspections including methodology; frequency; Supervisory plan; communication plan; emergency food service plan (See Section 6, Factor 1: Subfactor 2 of this document.)
- b. Monthly QC Audits conducted by GPS (3), Asset (3), Argos (6)
- c. Daily QC inspections conducted by our Quality Assurance Manager, Q/A Officer, Team GPS managers, and Supervisors
- d. ACA files compilation and maintenance
- e. Incident, accident and injury reports
- f. Detainee and Employee Files compilation and maintenance
- g. Employee Personnel Files
- h. Employee Training Files
- i. Employee Driver Logs/DOT Files
- j. Employee Records of Time & Attendance
- k. Invoice Support Data
- l. Detainee Payroll Records
- m. Detainee Property, Funds, Valuables Records
- n. Other Financial Data

### **5.20.2 Policies and Procedures Manual (C20.2)**

Team GPS currently provides an ICE approved Employee Handbook that provides our corporate Policies and Procedures. The Handbook will be provided to ICE for review during contract transition. The Table of Contents for our Handbook is depicted in the following exhibit:



**Exhibit 21: Employee Policies and Procedures Manual Table of Contents**

ARTICLE	CONTENT	PAGE	ARTICLE	CONTENT	PAGE
100	General	3	148	Lateness	32
101	Absences – Unpaid	3	149	Leaves of Absence (Non-Medical)	32
102	Accidents	6	150	Maternity Leave	33
103	Age	6	151	Medical	33
104	Alcohol	6	152	Military Leave	34
105	Americans with Disabilities Act	7	153	Moonlighting	35
106	Arbitration	7	154	Nepotism	35
107	Attendance	7	155	Non-Compete Agreement	35
108	Automobiles	9	156	On-Call	35
109	Background Checks	10	157	Overtime	36
110	Behavior at Work	11	158	Pay	36
111	Benefits	11	159	Performance Appraisals	37
112	Bereavement	12	160	Personnel Files	37
113	Breaks	12	161	Privacy	38
114	Bulletin Boards	13	162	Probation	38
115	Cell Phones	13	163	Profanity	38
116	Code of Conduct	13	164	Promotion/Demotion	38
117	Computers	16	165	Property	39
118	Confidential Information	16	166	Proprietary Information	39
119	Conflict of Interest	17	167	Records	40
120	Consolidated Omnibus Budget Reconciliation Act (COBRA)	17	168	Reduction in Force (RIF)	41
121	Credit Reports	17	169	References	41
122	Deductions from Wages	18	170	Rehire	41
123	Discipline	18	171	Religious Discrimination	42
124	Disclaimers	21	172	Resignation	42
125	Discrimination	21	173	Retaliation	42
126	Dishonesty	22	174	Return-to-Work	43
127	Dress Code – Professional Appearance	22	175	Romance/Fraternization	43
128	Drug Testing	23	176	Safety & Health	44
129	Electronic Communications	24	177	Searches	46
130	Equal Employment Opportunity	24	178	Seniority	46
131	Family and Medical Leave Act (FMLA)	25	179	Sexual Harassment	46
132	Fighting	25	180	Sick Leave	48
133	Gambling	25	181	Smoking	48
134	Garnishment	26	182	Solicitation	48
135	Gifts	26	183	Substance Abuse	48
136	Gossip	26	184	Telephones	49
137	Grievances	26	185	Termination	49
138	Harassment	27	186	Theft	50
139	Hiring	28	187	Time Reporting	50
140	Holidays	28	188	Training	50
141	Incentive Awards Program	29	189	Unemployment Compensation	51

ARTICLE	CONTENT	PAGE	ARTICLE	CONTENT	PAGE
142	Inclement Weather	29	190	Vacation	51
143	Infectious Diseases	30	191	Violence	52
144	Insubordination	30	192	Worker's Compensation	52
145	Investigations	30	193	Work Hours – Alternatives	53
146	Job Descriptions	31		Receipt Acknowledgement	55
147	Jury Duty	32			

### **5.20.3 Emergency Action Plan (C20.3)**

Team GPS management team has authored ICE approved Facility Emergency Action Plans for five different ICE Detention Facilities, with additional plans provided for Transportation emergencies. We have also assisted ICE with hurricane evacuations.

Our Continuity of Operations Plans (COOP) considers and supplements Facility Emergency Plans and are based on PBNDS and ACA standards. Our Emergency Action plans will be reviewed for consistency with Facility Emergency Action Plans and provided during contract transition and will not be modified unless approved by the COR.

### **5.20.4 Sexual Abuse/Assault and Suicide Prevention Programs (C20.4)**

Through our management team's current and past performance at five DHS-ICE detention facilities, we are aware of and comply with PBNDS requirements with respect to development and implementation of a comprehensive Sexual Abuse/Assault and Suicide Prevention Program. Our Officers receive training in Significant Self Harm/Suicide Prevention and Intervention during basic and annual refresher training. Our staff is also trained to facilitate communication with detainees through their comportment and availability to the detainees. Our Officers will refer any detainee exhibiting signs of unusual behavior that could reflect victimization or suicide ideation to appropriate medical authorities/counselors. Team GPS complies with the Prison Rape Elimination Act of 2003, through its classification/housing of detainees and close surveillance of detainees throughout the facilities we currently manage.

Our Assistant Project Manager will act as our PREA/PSA Coordinator working with the Facility's PREA/PSA Compliance Manager.

### **5.20.5 ICE Operations Manual (C20.5)**

The ICE Operations Manual, specifically as it pertains to ICE PBNDS and EPSPC Facility Policies and Procedures serves as a source for our Officer basic and refresher training. We will ensure, during our training, that all detention staff are familiar with the manual and that they certify in writing their reading, understanding and agreement to comply with such policies and procedures as contained therein.

### **5.20.6 Meetings and Muster (C20.6)**

Our project management staff, as desired by the COR/Facility Director, will attend all required meetings. Corporate Staff will attend these meetings when possible whenever on site, and whenever requested by ICE to do so. On coming staff will muster with their Supervisor at least 15 minutes prior to shift commencement. During muster, staff are provided with safety tips, training review, special topics of interest to the COR/SIEA, and any other pertinent information regarding the daily routine. Staff are also inspected for uniforms, equipment and appearance.



## 5.20.7 Record Keeping (C20.7)

We will maintain and provide all required records and reports as listed in the RFP and in ICE Post Orders, Policies and Procedures. All records and reports will be made available to the COR upon request and delivered to the Government via SF-135 at the end of the contract. GPS maintains a complete listing of records held for delivery to ICE at periodicities specified in the service contract and other Federal Regulations.

### 5.20.7.1 Records

Team GPS is cognizant of the records keeping requirements of this contract by virtue of our past performance at five ICE Detention Facilities. Records we will maintain include, but are not limited to the following items listed:

#### Exhibit 22: Records Management List

Record	Content	Retention Period or Submission to ICE Date
<b>Detainee Files</b>	Various documents relating to detainee's stay in the facility	Turned over to ICE when inactive or as directed by the COR
<b>Employee Personnel Records</b>	Hiring data Investigation data Training Certificates Disciplinary information Record of physicals Record of drug screens TB Test results Performance evaluations	2 years following departure of employee from employment with company
<b>Records of Presence/ Certified Hours (if required)</b>	Original ROPs containing signatures of employees for all hourly billed CLINs	6.25 years following end of contract; or, delivered to ICE for storage if required; provided to COR daily or periodically as directed by the COR
<b>Plans, Training Records &amp; Correspondence Files</b>	Various emergency plans, staffing plans, Quality Assurance plans, training plans/records. Various contract related correspondence to/from ICE	Turned over to ICE at end of contract or to subsequent contractor if directed.
<b>Incident, Accident, Injury Reports</b>	Report Data	Turned over to ICE at end of contract or to subsequent contractor, if directed.
<b>Financial Records</b>	Various data including invoices and support documentation such as count logs, rosters, mileage, trip logs; payroll records; food purchase; receipts	6.25 years following end of contract; invoices provided monthly.

### 5.20.7.2 Reports

Team GPS is fully aware of the reporting requirements of this contract by virtue of past performance at five different ICE Detention Facilities. We will utilize the RFP Deliverables List (Section E) as a reports tickler to ensure required periodic reports to ICE are submitted in a timely manner. The tickler will also contain reports that are required on an "as occurring basis" and will list the due date/time of each report.

### 5.20.7.3 Records Security

All records will be stored in lockable containers with access limited to authorized personnel. A list of authorized personnel will be kept in the Project Manager's office.

#### 5.20.7.4 Personnel Files

Team GPS maintains employee files for all personnel employed at the contract site; these employee files will be made available to the COR as requested. Our personnel files are divided by purpose, as depicted in paragraph 5.12.11.

#### 5.20.7.5 Statistics

Our Quality Assurance Manager will maintain a database of statistics to assist ICE with ACA inspections; data will include the items outlined below:

*Note: Only 7 of 147 data points for statistical analysis are presented in Exhibit 23; the following abbreviations are used:*

#### Exhibit 23: Statistics Abbreviations

Abbreviation	Meaning
DP	Data Point required by ACA
COG	Cognizant; the individual or entity responsible for collecting the data
CORP	Corporate
PM	Project Manager & Local Contractor Staff
ICE	Immigration & Customs Enforcement

The column labeled “Data” will contain the initials of the data collector to signify that monthly data was submitted by the COG.

#### Exhibit 24: Data Collection Requirements Form

DP	Month	Year	COG	DATA
<b>Safety</b>				
1	Worker’s Compensation Claims filed		CORP	
2	Number of illnesses requiring medical attention as result of physical environment		CORP	
3	Number of physical injuries or emotional trauma as result of physical environment		PM	
4	Number of sanitation or health code violations identified by external agencies		ICE	
5	Number of health code violations corrected		ICE	
6	Number of detainee grievances		ICE	
7	Number of Fire Code violations corrected		ICE	

The excel data collection form below has every data point on the vertical axis, with January – December on the horizontal axis; for example.

#### Exhibit 25: Excel Data Collection Form

DP	DEPT	J	F	M	A	M	J	J	A	S	O	N	D	TOTAL
1	CORP	2	4											6
2	CORP	1	2											3
3	PM	0	1											1
4	ICE	0	1											1

Team GPS will provide the data elements above with Project Manager, PM/ICE, or PM/ Human Resources as/when requested by ICE and we will compile, as necessary, data points provided by other entities.



### **5.20.8 Detainee Funds Management (C20.8)**

Team GPS is proposing a Processing Supervisor who will be responsible, under the Project Manager, for accounting for funds receipted during in-processing; funds will be counted by at least two individuals. The Processing Supervisor will also assist the Project Manager in monitoring teammate Trinity's management of funds while on deposit in commissary accounts. During out-processing, our Processing Supervisor will ensure, in conjunction the Trinity Commissary Lead, that detainee commissary accounts are cleared and any monies are placed in the detainee's property and properly receipted for during out-processing.

Funds received on behalf of a detainee from third parties during their detention period will be immediately deposited into their commissary accounts within 24 hours.

Daily accounting of detainee funds (commissary accounts), with respect to any funds in our possession, will be provided to the COR, and the Assistant Project Manager will audit Trinity on a random weekly basis to ensure integrity is maintained.

The Processing Supervisor will issue funds to the Food Service Manager for payment to the volunteer workers in the Food Service Department, and be responsible for payments to other volunteer workers such as laundry and other details. All payments will be signed for by the detainee, and payment records will be provided to the COR.

We will provide the COR with our detailed Policy regarding funds accounting during contract transition and an independent audit will be performed annually.

Team GPS will indemnify the Government from any negligent acts or omissions of our employees or subcontractors involved in Detainee Funds Management.

### **5.21 MODEL QUALITY ASSURANCE SURVEILLANCE PLAN (QASP) (C21)**

Team GPS utilizes the Government QASP as the basis for our Quality Control Plan (Section 6, Factor 1: Subfactor 2 – Quality Control Plan of this document). We understand, through our management team's past performance at five different ICE detention facilities, the Government will utilize the QASP to inspect our performance and deliverables. We further acknowledge that the QASP provides a basis for contract deductions should our performance be adjudged as not meeting the standards set forth. We also understand the Performance Requirements Summary provides the various percentages of contract performance upon which the Government may base its deductions.

Our Quality Control Plan interacts with the Government QASP in that the QASP forms a basis and methodology for our Quality Assurance inspection process.

### **5.22 PARTNERING PHILOSOPHY (C22)**

Team GPS management staff have worked together for approximately 60 "aggregate years" at four different ICE detention facilities. The companies that make up Team GPS have played an integral role in the achievement of the National ERO mission "to assist DHS-ICE in the planning, management, and direction of programs relating to the supervision, detention, and deportation of detainees who are in the United States illegally."



*Team GPS's mission is to support DHS-ICE in the accomplishment of its national ERO mission by partnering with ICE to provide high quality management practices and well trained staff to manage the EPSPC, ensuring the safety, health, welfare, transportation, and food service for individuals detained therein. Team GPS is fully committed to supporting the ICE ERO mission as stated above at EPSPC and locations throughout the nation.*

In any client-contractor environment, teamwork is critical. Our management practice is to “listen” and then “act” on the expressed concerns of our clients. Our emphasis on teamwork has resulted an effectively and efficiently run detention operations at our contract sites which contribute to the national security of the United States. We emphasize a team approach to all employees. Our team is fully trained and cross-trained to ensure that we provide coverage for each position and task.

Team GPS corporate staff, local managers, Supervisors and Officers interact with their counterparts in Federal and state agencies on a daily basis to ensure that our “part” of the ERO mission is a seamless “factor” in the Government’s achievement of its ERO goals. We do this through effective two-way communications, constant and consistent quality monitoring, standardized training, and selectivity in hiring professional staff with appropriate experience and qualifications.

## **5.23 APPLICABLE REGULATIONS, DIRECTIVES AND STANDARDS (C23)**

Team GPS possesses all required licensure to operate in Texas. In our teammates’ performance at PIDC and FSPC, PBNDS “Optimal” standards are met, and our current staffing plan includes staff required to continue meeting these requirements at EPSPC per RFP Attachment 12. Team GPS will coordinate detainee access to recreation areas, law library, visitation, medical care, food service and housing areas provided by the Government, and ensure the safety and security of these areas. We will comply with various regulations, publications and federal policies to administer and deliver effective and high quality detention, transportation and food service management at EPSPC including:

- a. ICE Management Directives
- b. PBNDS/ACA Standards
- c. PREA
- d. DHS Sensitive Systems Policy Directives
- e. U.S. Department of Agriculture, U.S. Food and Drug Administration, ICE Health Service Corps
- f. U.S. and Texas State Department of Transportation regulations
- g. National Fire Protection Association Life Safety Codes
- h. IHSC/Occupational Health Standards Agency rules
- i. Facility Policies & Procedures
- j. Post Orders/Company Policies



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## 6. Factor 1: Subfactor 2 - QUALITY CONTROL PLAN

### 6.1 COMPANY PROFILE

The Team GPS mission is to support DHS-ICE in the accomplishment of its national ERO mission by partnering with ICE to provide *high quality management practices* and well trained staff to manage the EPSPC ensuring the safety, health, welfare, transportation, and food service for individuals detained therein. Team GPS is fully committed to supporting the ICE ERO mission. Our commitment is demonstrated by the full participation in contract management of our corporate staffs; the daily conduct of detention management operations in accordance with directives; supervision and quality assurance verification of our employees charged with ensuring the safety and well-being of the detainee population.

Team GPS will ensure optimal compliance with contract requirements through management of an aggressive and exhaustive QA/QC Program. The effectiveness of our QA/QC Program has been tested repeatedly over the course of managing five different ICE Detention Facilities, where PBNDS, ACA, Food and Commissary Service, and various other inspection teams have rated our compliance with the highest of scores achieved anywhere among ICE's detention facilities.

The Team GPS QA/QC Plan is based on the contract's Performance Requirements Summary, Quality Assurance Surveillance Plan, PBNDS, and ACA Standards, as well as various ICE and Facility Policies and Procedures. We also take into account OSHA, FDA, USDOT, TX DOT and USDA regulations in performing our inspection program.

Team GPS will perform contract services in conformance with above standards, policies and statutory regulations in order to ensure the highest level of contract performance quality.

Our objective in performing QA/QC measures is to ensure all areas of required performance are thoroughly inspected and tested for compliance with standards, policies and regulations, and that each inspected functional activity is performed to an acceptable level (expected outcome).

#### 6.1.1 Quality Control Measures for Subcontractors

The Team GPS Project Manager is the primary point of contact for the Government for any performance issue identified by the Government or our third party Quality Assurance Program provider. Team GPS will subcontract with and utilize Argos Security, LLC (Argos), a Service Disabled Veteran Owned small disadvantaged business, to administer and monitor QA/QC Program Functions. Argos will independently employ the site Quality Assurance Manager and Q/A Officer. Argos will report inspection results directly to the COR with informational copies to Team GPS Corporate staff and local managers. Argos has performed independent quality assurance monitoring for Team GPS teammates for detention contracts at ECSPC and FSPC.

*By utilizing an independent third party subcontractor to conduct the QA/QC Program inspections, there is no contractor influence to affect inspection results.*

The Quality Assurance Management Team will work closely with ICE personnel to ensure all PBNDS and ACA inspections are completed and standards compliance is achieved. GPS will receive inspection results at the same time as the Government.

The following Exhibit depicts our QA/QC Plan Organization:



**Exhibit 26: QA/QC Plan Organization**

QA/QC Plan Team Member(s)	Duties/Frequency of Inspection
<b>Site Quality Assurance Manager &amp; Q/A Officer</b>	Full time on-site officials who will provide daily inspections of all functional areas utilizing a 13 week cycle that is repeated four times per year. Each inspection will be conducted utilizing standard ICE Monitoring Tools and/or Team GPS developed monitoring tools. Inspection results will be provided to the COR and Project Manager simultaneously. The QA/QC Team will work directly with ICE on a daily basis to ensure that EPSPC maintains PBNDS and ACA Standards compliance documentation.
<b>Team GPS Corporate QA/QC Auditors</b>	Review all monitoring tools graded less than acceptable; hold items in suspense pending Project Manager actions to correct discrepancies. Argos' President, GPS and Asset Operations VPs will together conduct monthly "corporate level" site audits of the QA/QC Plan to ensure all scheduled inspections have been conducted, and to spot check at least 10% of the inspections conducted the week prior to the audit. (Argos will conduct 6 audits, GPS 3, and Asset 3 for a total of 12 per year). Trinity will conduct corporate audits of Food/Commissary Services on a Quarterly basis. The Corporate inspectors will utilize the same monitoring tools used by ICE inspectors and the Quality Assurance Manager and Q/A Officer in conducting these "audits"; and the original inspection sheet will be attached to the audit inspection sheet. This system enhances the integrity of the QA/QC Program by validating inspection results. Team GPS Corporate Managers will also conduct meetings with the COR and facility staff to assess performance.
<b>Project Manager Assistant Project Manager Food Service Manager Assistant Food Service Manager Commissary Lead Shift Captains</b>	Develop procedural policy, as necessary and with ICE concurrence, to prevent discrepancies from re-occurring. Conduct daily service area inspections.
<b>Safety &amp; Environmental Health Manager</b>	Conducts QA/QC inspections related to Safety & Environmental Health matters. Conducts routine daily inspections of facility for safety issues.
<b>Supervisor Staff</b>	Supervisors will conduct daily "post" checks in support of the overall QA/QC effort; post checks will be conducted on each shift, each day, with each Supervisor providing at least two written post check reports per shift per day. In addition to written posts checks, Supervisors perform daily logs, post order binder, personnel, grounds, dorm, medical unit, transport vehicle and other administrative inspections.
<b>Officer Staff</b>	Officers perform their duties in accordance with PBNDS/ACA Standards, their training, directives received from Supervisors, post orders, and facility policies and procedures. Their appearance, conduct, and professionalism in executing their duties and responsibilities is critical to achieving the performance level demanded by the contract and expected by ICE.

### 6.1.2 Internal Review Procedures

The Team GPS QA/QC Plan concept is that each and every staff member is involved in Quality Control and Quality Assurance on a daily basis. Officers have the basic responsibility for ensuring they perform their duties in accordance with their training, directives received from



Supervisors, post orders, and facility policies and procedures. Supervisors have the responsibility of overseeing the actions and activities of their assigned Officers by constant surveillance through continuous Supervisory tours of the facility. Managers have the responsibility of coordinating overall detention, transportation and food service operations in accordance with established PBNDS/ACA standards and contract requirements summarized in our Performance Work Statement and the contract. Our Quality Assurance Team has the responsibility for inspecting our daily performance to ensure compliance with customer expectations. PBNDS/ACA standards will be reviewed with ICE personnel throughout the calendar year to ensure compliance with all standards.

We have established a QA/QC Plan that identifies 11 Functional Areas for monitoring that are in compliance with PBNDS and ACA standards. In addition to the 7 PBNDS areas and 2 Performance Requirement Summary and ACA elements, 2 additional Team GPS checks will be used to ensure compliance. All Forty-two Performance Elements corresponding to the 42 PBNDS 2011, will be monitored to assure compliance with contract requirements (Note: PBNDS 7.5 “Definitions” is not included). In addition, we will cross reference all PBNDS standards with the applicable ACA standards to ensure compliance with both and monitor all factors included in the Performance Requirements Summary of the contract. Our QA/QC Plan is presented in 11 sections as outlined below:

Section	Functional Area
1	Organization (PBNDS)
2	Inspections (PBNDS)
3	Methodology (PBNDS)
4	Reporting (PBNDS)
5	Supervisory Plan/Quality Assurance Management (PBNDS)
6	Communication Plan (PBNDS)
7	Emergency Food Service Plan (PBNDS)
8	Workforce Integrity (Performance Requirements Summary & ACA)
9	Detainee Discrimination (Performance Requirement Summary & ACA)
10	Facility Policies & Procedure Compliance (GPS)
11	Deliverables Compliance (GPS)

### **6.1.3 Approach for Application of Innovative Quality Leadership**

We provide our managers and supervisors with various tools such as contract management training, CBA training, manager/supervisor manuals as a foundation for performance; and then, we allow them latitude to operate within these guidelines. We actively solicit and reward innovative ideas from any source in our company structure to enhance our operational performance.

### **6.1.4 Approach for Application of Productivity Enhancement**

Each and every day, our management, quality assurance and training staff perform “process analysis” through their daily oversight of our officers’ performance. Additionally, through solicitation of ideas, and by rewarding suggestions that are implemented, we enhance productivity by changing our routines to adapt to the ever-changing environment. From simple changes such as providing a “form” for written reports that lists all elements of the report requirements, to more complex changes such as stationing supervisors and managers in critical areas during counts to speed up that process, we endeavor to improve efficiency daily.



### **6.1.5 Approach for Application of Cost Reduction Methods and Techniques**

We are constantly in search of cost effective methodology in all that we do. We will work closely with the COR to control costs through analysis of processes that are especially labor intensive. If we identify areas where we can provide the appropriate level of service while saving the Government money, we confer with the COR. We were able to save considerable money when implementing PBNDS 2011 “Optimal” standards for visitation, recreation and law library at ECSPC and FSPC by manipulating the daily schedule of events (meal times, recreation times, etc.) rather than adding additional staffing.

### **6.1.6 Approach for Application of Handling Potential Problem Areas & Solutions**

We believe in “problem avoidance” through application of sound management and supervisory practices and training (proactive mode) rather than operating in a reactive mode. When a problem does present itself, we analyze the cause, propose a solution the COR, and then implement the “team-devised” solution.

### **6.1.7 Approach for Application of Customer Relations**

We place our customers first in all endeavors. Two way communications are paramount to successful relationships. Responsiveness is critical to “team work” and “follow up” is just as important to ensure customer satisfaction with our performance. Our various management, quality assurance, and training methods ensure we are maintaining good relations with our customers. Our corporate staff routinely visits our contract sites to assess customer satisfaction with our performance.

### **6.1.8 Approach for Application of Procedures for Meeting Urgent Requirements**

In our past performance, we have consistently responded “on time” in every instance where we have been tasked. Examples include tripling the transportation staff at PIDC due to implementation of the “Secure Communities” program in 45 days. Others include the evacuation of PIDC twice for hurricanes. When tasked with an urgent requirement, such as the recent requirement to provide PREA training to staff, we immediately devised a training syllabus, received COR approval, and conducted the training at FSPC within a matter of days. Our process for meeting urgent requirements is to analyze the requirement, devise a plan of execution, have the plan approved, and then execute.

## **6.2 INSPECTIONS**

Our QA/QC Plan is based on the premise that “you get what you *inspect*, not what you *expect*.” Therefore, both scheduled and unscheduled monitoring of performance standards will be conducted by our Quality Control Team.

All duties performed by our personnel during the duty day are direct and indirect forms of Quality Control. Both the Officers and the Supervisors are responsible for inspecting their posts, for monitoring various activities, for their own appearance, and knowledge of their duties; all of which are forms of Quality Control at the basic level. It is this mindset that results in excellent customer satisfaction and the highest inspection ratings.



## 6.2.1 Inspection Criteria

Our QA/QC Plan is based on PBNDS and ACA Standards compliance as well as compliance with the Performance Requirements Summary (PRS) (Attachment A to the Government's QASP), facility policies and procedures, various record keeping requirements, reports filed, investigations conducted, and equipment inspections and inventories required.

We have designed our inspection process to require inspection of the seven functional areas included in PBNDS/ACA and will utilize G-324 PBNDS Monitoring Tools, as well as separate Team GPS-developed tools to inspect the various functions listed above.

## 6.2.2 Number/Frequency of Inspections

The tables on the following pages illustrate our inspection schedule. Argos will perform QA/QC inspections based on 13-week (quarterly) inspection cycles. During each cycle, all 42 PBNDS and ACA Standards will be inspected at least once. In a single quarter, 222 inspections will be performed; during an annual period, 888 formal inspections will be performed.

In addition to the PBNDS and ACA related inspections, we will perform separate monitoring inspections to measure compliance with facility policies & procedures, records & reports, inventories, and investigations. This includes conducting additional unscheduled ad hoc inspections as management sees appropriate.

### Exhibit 27: Performance Requirements Summary Weight Factors & Inspection Frequencies

Functional Areas and PBNDS Standards within each Area		Inspections Week 1/2	Inspections Week 3/4	Inspections Week 5/6	Inspections Week 7/8	Inspections Week 9/10	Inspections Week 11-13	Total Inspections per 13 weeks	Total Annual Inspections
<b>1 — Safety 20%</b>									
PBNDS-1.1	Emergency Plans	1		1		1			12
PBNDS-1.2	Environmental Health & Safety	2	2	2	2	2	2	12	48
PBNDS-1.3	Transportation (by Land)	1		1		1		3	12
<b>2 — Security 20%</b>									
PBNDS-2.1	Admission & Release	1	1	1	1	1	1	6	24
PBNDS-2.2	Classification System	1	1	1	1	1	1	6	24
PBNDS-2.3	Contraband	1		1			1	3	12
PBNDS-2.4	Facility Security & Control	1	1	1	1	1	1	6	24
PBNDS-2.5	Funds & Personal Property	2	2	2	2	2	2	12	48
PBNDS-2.6	Hold Rooms	1		1			1	3	12
PBNDS-2.7	Key & Lock Control		1		1		1	3	12
PBNDS-2.8	Population Counts	1		1		1		3	12
PBNDS-2.9	Post Orders	1			1			2	8
PBNDS-2.10	Searches of Detainees		1			1		2	8
PBNDS-2.11	Sexual Abuse & Assault Prevention	1	1	1	1	1	1	6	24
PBNDS-2.12	Special Management Units	1	1	1	1	1	1	6	24
PBNDS-2.13	Staff-Detainee Communication		1		1		1	3	12
PBNDS-2.14	Tool Control		1		1		1	3	12



Functional Areas and PBNS Standards within each Area		Inspections Week 1/2	Inspections Week 3/4	Inspections Week 5/6	Inspections Week 7/8	Inspections Week 9/10	Inspections Week 11-13	Total Inspections per 13 weeks	Total Annual Inspections
PBNS-2.15	Use of Force & Restraints	1	1	1	1	1	1	6	24
<b>3 — Order 10%</b>									
PBNS-3.1	Disciplinary System	1	1	1	1	1	1	6	24
<b>4 — Care 20%</b>									
PBNS-4.1	Food Service	1	1	1	1	1	1	6	24
PBNS-4.2	Hunger Strikes	1			1			2	8
PBNS-4.3	Medical Care	1	1	1	1	1	1	6	24
PBNS-4.4	Medical Care (Women)			1		1		2	8
PBNS-4.5	Personal Hygiene		1		1		1	3	12
PBNS-4.6	Suicide Prevention & Intervention	1	1	1	1	1	1	6	24
PBNS-4.7	Terminal Illness, Advance Directives/Death						1	1	4
<b>5 — Activities 5%</b>									
PBNS-5.1	Correspondence & Other Mail	1		1		1		3	12
PBNS-5.2	Trips for Non-Medical Emergencies						1	1	4
PBNS-5.3	Marriage Requests						1	1	4
PBNS-5.4	Recreation	1	1	1	1	1	1	6	24
PBNS-5.5	Religious Practices		1		1		1	3	12
PBNS-5.6	Telephone Access	1	1	1	1	1	1	6	24
PBNS-5.7	Visitation		1		1		1	3	12
PBNS-5.8	Voluntary Work Program	1	1	1	1	1	1	6	24
N/A	Commissary Services			1		1		2	8
<b>6 — Justice 10%</b>									
PBNS-6.1	Detainee Handbook		1		1		1	3	12
PBNS-6.2	Grievance System	1		1		1		3	12
PBNS-6.3	Law Libraries & Legal Materials	1		1		1		3	12
PBNS-6.4	Legal Rights Group Presentations			1		1		2	8
<b>7 — Administration/Management 5%</b>									
PBNS-7.1	Detention Files	1	1	1	1	1	1	6	24
PBNS-7.2	Interviews/Tours					1		1	4
PBNS-7.3	Staff Training	1	1	1	1	1	1	6	24
PBNS-7.3-1	Staff Qualifications	1			1	1		3	12
PBNS-7.3-2	Records Keeping (Staff records)	1			1	1		3	12
PBNS-7.3-3	Reports	1		1		1		3	12
PBNS-7.4	Transfer of Detainees	1	1	1	1	1	1	6	24
PBNS-7.5	Definitions	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
ACA	Accommodations for the Disabled (6B-04, 6B-07)		1				1	2	8
<b>8 — Workforce Integrity 5%</b>									
PWS Part I Para 12/15 Sect H	Staff Background & Reference Checks	1		1		1		3	12
PWS Part I Para 12	Staff Misconduct	1		1		1		3	12

Functional Areas and PBNDS Standards within each Area		Inspections Week 1/2	Inspections Week 3/4	Inspections Week 5/6	Inspections Week 7/8	Inspections Week 9/10	Inspections Week 11-13	Total Inspections per 13 weeks	Total Annual Inspections
PWS Part I Para 13 Staff Plan	Staffing Pattern		1		1		1	3	12
PWS Part I Para 12/16	Staff Training, Training Plans Licensing, Credentialing	1	1	1	1	1	1	6	24
PWS Part I Para 12	Staff Personnel Records		1		1		1	3	12
<b>9 — Detainee Discrimination 5%</b>									
PWS various	Discrimination Prevention		1		1		1	3	12
<b>10 — Facility Policies/Procedures Compliance NA %</b>									
Contract	Compliance with various Facility Policies & Procedures	1	1	1	1	1	1	6	24
<b>11 — Deliverables: Plans, Manuals, Records, Reports, Investigations, Inventories NA %</b>									
Contract Sect E PWS Various	Deliverables Listing		1		1		1	3	12
<b>Total</b>		<b>37</b>	<b>35</b>	<b>36</b>	<b>37</b>	<b>38</b>	<b>39</b>	<b>222</b>	<b>888</b>

In conjunction with the Inspection cycle above for PBNDS, the following ACA standards compliance will be simultaneously inspected.

*Note: ACA Standards cited are from the Performance-based Standards for Adult Local Detention Facilities, 4th Edition. The following exhibit shows the PBNDS standards cross referenced with the applicable ACA standards which are inspected simultaneously. The list references the standards with the following prefix assumed: "4-ALDF-XX-XX"*

#### Exhibit 28: PBNDS/PWS-ACA References

PBNDS Standard	Functional Area Title	Applicable ACA Standards from the Performance-based Standards for Adult Local Detention Facilities, 4th Edition: 4-ALDF-XX-XX
PBNDS-1.1	Emergency Plans	1C-01, 1C-02, 1C-03, 1C-04, 1C-05, 1C-06
PBNDS-1.2	Environmental Health & Safety	1A-01, 1A-02, 1A-03, 1A-07, 1A-14, 1A-15, 1A-16, 1A-17, 1A-18, 1A-19, 1A-20, 1C-01, 1C-02, 1C-03, 1C-04, 1C-05, 1C-07, 1C-08, 1C-09, 1C-10, 1C-11, 1C-12, 1C-13, 1C-14, 1C-15, 4B-07, 4C-18
PBNDS-1.3	Transportation (by Land)	1B-01, 1B-03, 1B-04, 1B-05, 1B-06
PBNDS-2.1	Admission & Release	2A-08, 2A-17, 2A-19, 2A-20, 2A-21, 2A-22, 2A-23, 2A-24, 2A-25, 2A-26, 2A-27, 2A-28, 2A-29, 2A-30, 2A-32, 2A-33, 2C-03, 2C-04, 2C-05, 3A-01, 4B-02, 4B-06, 4C-29, 5B-18, 6A-05, 7D-11, 7D-20
PBNDS-2.2	Custody Classification System	2A-30, 2A-31, 2A-32, 2A-33, 2A-34
PBNDS-2.3	Contraband	2C-01, 2C-02, 2C-06
PBNDS-2.4	Facility Security & Control	2A-01 through 2A-14, 2A-18, 2C-01, 2C-02, 7F-06



PBND Standard	Functional Area Title	Applicable ACA Standards from the Performance-based Standards for Adult Local Detention Facilities, 4th Edition: 4- ALDF-XX-XX
PBND-2.5	Funds & Personal Property	2A-20, 2A-23, 2A-24, 6A-07(M)
PBND-2.6	Hold Rooms	1A-04, 1A-09, 1A-10, 1A-11, 1A-14, 1A-19, 1A-20, 1A-21, 6B-04
PBND-2.7	Key & Lock Control	2D-01, 7B-10
PBND-2.8	Population Counts	2A-16, 2A-17
PBND-2.9	Post Orders	2A-04
PBND-2.10	Searches of Detainees	2C-01, 2C-02, 2C-03, 2C-04, 2C-05, 2C-06, 2A-20, 6C-19
PBND-2.11	Sexual Abuse & Assault Prevention	4D-22, 4D-22-1, 4D-22-2, 4D-22-3, 4D-22-4, 4D-22-5, 4D-22-6, 4D-22-7, 4D-22-8, 2A-29
PBND-2.12	Special Management Units	2A-44 through 2A-66
PBND-2.13	Staff-Detainee Communication	2A-05, 2A-06, 2A-12, 5A-03
PBND-2.14	Tool Control	2D-02, 2D-03
PBND-2.15	Use of Force & Restraints	2B-01, 2B-02, 2B-03, 2B-04, 2B-05, 2B-06, 2B-07, 2B-08, 2C-01, 2C-02, 2C-06, 7B-15, 7B-16
PBND-3.1	Disciplinary System	3A-01, 3A-02, 6B-05, 6C-01 through 6C-19
PBND-4.1	Food Service	4A-01 through 4A-18. (Five of these Expected Practices are mandatory for accreditation: 4A-07, 4A-11, 4A-13, 4A-15 and 4A-16)
PBND-4.2	Hunger Strikes	2A-52, 4D-15
PBND-4.3	Medical Care	2A-15, 4C-01 through 4C-31, 4C-34 through 4C-41, 4D-01 through 4D-21, 4D-23 through 4D-28, 2A-45, 7D-25
PBND-4.4	Medical Care (Women)	N/A
PBND-4.5	Personal Hygiene	4B-01 through 4B-09, 6A-08, 6B-05 through 6B-08
PBND-4.6	Suicide Prevention & Intervention	4C-32, 4C-33, 2A-52
PBND-4.7	Terminal Illness, Advance Directives/Death	N/A
PBND-5.1	Correspondence & Other Mail	5B-05, 5B-06, 5B-07, 5B-08, 5B-09, 5B-10, 2A-27, 2A-60, 6A-09
PBND-5.2	Trips for Non-Medical Emergencies	1B-06
PBND-5.3	Marriage Requests	N/A
PBND-5.4	Recreation	5C-01, 5C-02, 5C-03, 5C-04, 2A-66, 5A-01, 6B-04, 7B-03, 7C-02, 7F-05
PBND-5.5	Religious Practices	5C-17, 5C-18, 5C-19, 5C-20, 5C-21, 5C-22, 5C-23, 5C-24, 2A-66, 4A-10, 6B-02, 6B-05, 7B-03, 7F-04
PBND-5.6	Telephone Access	2A-65, 2A-66, 5B-11, 5B-12, 6A-02, 6A-09
PBND-5.7	Visitation	5B-01, 5B-02, 5B-03, 5B-04, 2A-21, 2A-27, 2A-61, 6A-06, 7B-03, 7C-02, 7F-05, 7F-06
PBND-5.8	Voluntary Work Program	5C-06, 5C-08, 5C-11(M), 6B-02
PBND-6.1	Detainee Handbook	2A-27, 2A-28, 2A-29
PBND-6.2	Grievance System	2A-27, 6A-07, 6B-01
PBND-6.3	Law Libraries & Legal Materials	6A-01, 6A-02, 6A-03, 6A-09, 2A-62
PBND-6.4	Legal Rights Group Presentations	6A-04, 6A-06

PBND Standard	Functional Area Title	Applicable ACA Standards from the Performance-based Standards for Adult Local Detention Facilities, 4th Edition: 4- ALDF-XX-XX
PBND-7.1	Detention Files	7D-19, 7D-20, 7D-21, 7D-22
PBND-7.2	Interviews/Tours	7D-21, 7F-01
PBND-7.3	Staff Training	7B-05 through 7B-17, 7C-01, 7C-03
PBND-7.4	Transfer of Detainees	2A-23, 1B-06, 4C-05, 4C40, 4D-27, 6A-07, 7D-19, 7D-20
PBND-7.5	Definitions	N/A
ACA	Accommodations for the Disabled	6B-04, 4-ALDF-6B-07
PWS Part I Para 12/15 Sect H	Staff Background & Reference Checks	7B-03
PWS Part I Para 12	Staff Misconduct	7B-01
PWS Part I Para 13 Staff Plan	Staffing Pattern	2A-14
PWS Part I Para 12/16	Staff Training, Training Plans Licensing, Credentialing	4D-05, 7B-05, 7B-08
PWS Part I Para 12	Discrimination Prevention	6B-02, 6B-03

### 6.3 METHODOLOGY

Under the inspection frequency plan above, all 42 PBNDs will be inspected from 4 to 48 times per year with a minimum of 222 inspections conducted each cycle (quarter), and 888 inspections conducted per year. Each inspection will be conducted using ICE's PBNDs Monitoring Tools (G-324) and referencing the applicable ACA standards to ensure compliance. A supplemental inspection report will also be included that addresses standards components or requirements not listed on the G-324 worksheet.

Team GPS has all 42 PBNDs Inspection Worksheets prepared and in use at our other facilities to ensure compliance with ICE detention standards. In accordance with PBNDs standards, Team GPS ensures "priority" components are closely monitored to ensure adequate conditions of detention and the safety and security of detainees. For illustrative purposes, we are presenting two example monitoring tools.

#### Exhibit 29: 2011 Operations Manual ICE PBNDs Inspection Worksheet Example

Standard Number	Example Inspection Worksheet
Part 7 – Administration and Management	7.1 Detention Files
<b>GPS Inspection Checklists</b>	
Part 11 – Deliverables Compliance (GPS)	

In addition to the PBNDs Inspection Worksheets, all applicable ACA standards will be referenced when conducting inspections. Exhibits 30-32 on the following pages illustrate checklists utilized by Team GPS:



**Exhibit 30: Standard 7.1 - Detention Files Inspection Worksheet**

STANDARD 7.1 - DETENTION FILES				
This detention standard contributes to efficient and responsible facility management by maintaining, for each detainee booked into a facility for more than 24 hours, a file of all significant information about that detainee. This standard also addresses security for electronic files.				
Components	Meets	Does Not Meet	N/A	Remarks
For every new arrival whose stay will exceed 24 hours, a designated Officer shall create a detainee detention file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee detention file contains either originals or copies of documentation and forms generated during the admissions process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detention files are located and maintained in a secured area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each detention file remains active during the detainee's stay. When the detainee is released from the facility, staff add copies of completed release documents, the original closed-out receipts for property and valuables, the original I-385 or equivalent and other documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
At a minimum, a logbook entry recording the file's removal from the cabinet shall include: <ul style="list-style-type: none"> <li>• The detainee's name and A-File number</li> <li>• Date and time removed</li> <li>• Reason for removal</li> <li>• Signature of person removing the file, including title and department</li> <li>• Date and time returned</li> <li>• Signature of person returning the file</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electronic record-keeping systems and data are protected from unauthorized access.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Applicable ACA Standards: 4-ALDF-7D-19, 7D-20, 7D-21, 7D-22				
STANDARD 7.1. DETENTION FILES – Reviewer Summary				
<b>Overall Rating</b>				
<input type="checkbox"/> Meets Standard <input type="checkbox"/> Does Not Meet Standard <input type="checkbox"/> N/A <input type="checkbox"/> Repeat Finding				
Overall Remarks: (Record significant facts, observations, other sources used, etc.)				
Reviewer's Name (Printed):		Completion Date:		
Reviewer's Signature:				

**Exhibit 31: Attachment to PBNDS Inspection Worksheet 7.1 – Detention File Checklist**

The detainee Detention File shall contain either originals or copies of forms and other documents generated during the admissions process. If necessary, the Detention File may include copies of material contained in the detainee's A-File. Attach this form to the PBNDS 7.1 Inspection Worksheet when conducting an inspection of this Standard. At least 5% (approximately 25-40 records) will be reviewed per inspection.

The file shall, at a minimum, contain:

DETENTION FILE CHECKLIST	
<input checked="" type="checkbox"/>	Content
	Detainee Name:
	A#
	Required Content
	I-385, Alien Booking Record, with one or more original photograph(s) attached
	Classification Work Sheet
	Personal Property Inventory Sheet
	Housing Identification Card
	G-589, Property Receipt or facility equivalent
	I-77, Baggage Check(s)
	Acknowledgment form, documenting receipt of handbook, orientation, locker key, etc.
	Work assignment sheet (if applicable)
	Identifying marks form
	Original detainee summary form
	Following should be present if applicable
	Special requests
	Any G-589s or facility equivalent, or I-77s closed-out during the detainee's stay
	Disciplinary forms
	Grievances, except medical grievances which are maintained in the medical file, complaints, and their disposition(s)
	All forms associated with disciplinary or administrative segregation
	Strip search forms
	Other approved documents, e.g., staff reports about the detainee's behavior, attitude, etc.
	Any privacy waivers



**Exhibit 32: QC Inspection Checklist – Deliverables Compliance**

Quality Assurance INSPECTION CHECKLIST – DELIVERABLES COMPLIANCE				
Review Deliverables List against records, plans, reports, etc.				
Components		Meets	Does Not Meet	Remarks
<b>Food Service</b>	<b>Frequency</b>			
Approved Food Vendor List Update	As required	<input type="checkbox"/>	<input type="checkbox"/>	
Prime Vendor/Food Services Expenditures Report	Monthly/Qtrly	<input type="checkbox"/>	<input type="checkbox"/>	
Number of Meals Served/Daily Meal Count	Monthly/Qtrly	<input type="checkbox"/>	<input type="checkbox"/>	
Ten (10) Holiday Menu	Annually	<input type="checkbox"/>	<input type="checkbox"/>	
35 Day Regular Menu	Monthly	<input type="checkbox"/>	<input type="checkbox"/>	
14 Day Menu – Common Fare	Monthly	<input type="checkbox"/>	<input type="checkbox"/>	
Detainee Special Needs Menu	Daily	<input type="checkbox"/>	<input type="checkbox"/>	
Diet List (Medical & Religious)	Daily	<input type="checkbox"/>	<input type="checkbox"/>	
Menu Certification by certified Dietician*	Annually	<input type="checkbox"/>	<input type="checkbox"/>	
Menu Certification by Food Service Manager*	Quarterly	<input type="checkbox"/>	<input type="checkbox"/>	
Food Budget Requirements	Annually	<input type="checkbox"/>	<input type="checkbox"/>	
Cleaning Schedule	Weekly	<input type="checkbox"/>	<input type="checkbox"/>	
Inventory/Log Sheet (Food Services)	Weekly	<input type="checkbox"/>	<input type="checkbox"/>	
Food Service Inspection Log	Monthly	<input type="checkbox"/>	<input type="checkbox"/>	
Food Handler Certification	As required	<input type="checkbox"/>	<input type="checkbox"/>	
Detainee Volunteer Work Program Training Form	As required	<input type="checkbox"/>	<input type="checkbox"/>	
Serving Line Temperature Report	Per meal	<input type="checkbox"/>	<input type="checkbox"/>	
Sanitation Checklist	Twice Daily	<input type="checkbox"/>	<input type="checkbox"/>	
Safety Devices/Equipment Training Plan	Quarterly	<input type="checkbox"/>	<input type="checkbox"/>	
Food and Non-Food Inventory	Monthly	<input type="checkbox"/>	<input type="checkbox"/>	
Detainee Screening Form (Request Form)	As required	<input type="checkbox"/>	<input type="checkbox"/>	
Five (5) Week Menu Cycle	Monthly	<input type="checkbox"/>	<input type="checkbox"/>	
End of Month Food Service Cost Report	Monthly	<input type="checkbox"/>	<input type="checkbox"/>	
Daily Food Usage Report	Daily	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Meets Standard <input type="checkbox"/> Does Not Meet Standard <input type="checkbox"/> N/A				
Remarks: (Record significant facts, observations, other sources used, etc.)				
Reviewer's Name (Printed):		Completion Date:		
Reviewer's Signature:				

### 6.3.1 Reporting and QC Files

On Monday of each week, (Tuesday if Federal Holiday Monday), the Quality Assurance Manager will forward a summary memo of inspections conducted to the COR and Project Manager with an email copy to the Team GPS Corporate Operations Managers. The original inspection monitoring tools will be filed in weekly folders by month and year and be made available to the COR (and corporate auditors) upon request. These weekly folders will contain:

- a. Original signed and annotated inspection monitoring tools
- b. Original Plan of Action (POA) to Resolve Quality Assurance Inspection Deficiency
- c. Original re-inspection monitoring tools
- d. Original Follow-on Plan of Action (FPOA) to Resolve Quality Assurance Inspection Deficiency (in the event an item is re-inspected and not graded as meeting the standard)
- e. Documentary and/or photographic evidence
- f. Summary Report for Week

PBND/ACA items inspected will be graded either “Meets” (M) or “Does not Meet” (DNM) Standard. The definitions of these terms are as follows:

#### **Exhibit 33: QC Inspection Definitions of “Meets” or “Does Not Meet**

Rating	Description
<b>Meets Standard (M)</b>	<b>Definition:</b> Based on the measures, the performance standard is demonstrated. The Quality Assurance Manager will review the QASP to determine the “acceptable” quality level for performance of each standard/performance element and grade inspections accordingly. If the graded component “Meets” Standards, inspection results will be entered into the Quality Assurance Manager excel workbook in “black” font.
<b>Does Not Meet Standard (DNM)</b>	<b>Definition:</b> Based on the measures, compliance with most of the attributes of the performance standard is demonstrated/ observed with some area(s) needing improvement. There are no critical areas of unacceptable performance; i.e. no “Mandatory” item violations. If the QASP review and inspection results indicate that performance of a standard/performance element is less than “Meets” Standard (M), a rating of “Does Not Meet” Standard (DNM) will be entered on the inspection report. All reports rated DNM will be entered in “red” font in the Quality Assurance excel workbook. A Plan of Action from the Project Manager is required for all DNM rated monitoring tools.

For any inspection item that is rated “Does not Meet” (DNM) Standards, the Project Manager will address the issue with Supervisory staff and/or devise a POA to prevent the reoccurrence of the deficiency. The Project Manager will provide a copy of the POA to the Quality Assurance Manager and COR within 7 days of receipt of the summary report. The POA will include a date by which the deficient item will be corrected. The Quality Assurance Manager will hold the POA in a “suspense” file until the date for completion of corrective action occurs. At that time, the Quality Assurance Manager will re-inspect the item and forward the “re-inspection” monitoring tool to the COR/Project Manager.

If the Quality Assurance Manager finds the re-inspected item in compliance (and the COR concurs), no further action is required; if not, the Project Manager will create a final POA to address the issue, which then will be re-inspected in accordance with the final POA completion date.

*Note: Re-inspections will continue until the issue is corrected.*



For items that are immediately resolved during an inspection, the deficiency will be noted. However, the comments section will be annotated appropriately to note that correction was made. Immediately corrected minor deficiencies are not counted in the determination of PBNDS Item compliance.

*Note: An example of an item that could be immediately corrected might be a log book entry that was not prepared correctly. Procedural defects, such as not conducting a count in the correct manner, even though corrected, would be counted.*

The Quality Assurance Manager will also create an excel-based workbook that documents overall number of Quality Assurance inspections completed during each week. The excel workbook is a permanent record of inspections that have been conducted.

The “headers” on the excel spreadsheet are as follows:

**Exhibit 34: Sample Quality Assurance Manager Excel Workbook Report**

Week #	Item #	PBNDS Title	Checklist Component Inspected	GRADE: Meets - (M) Does Not Meet - (DNM)	Comments
1	1.1	Emergency Plans	All	M	One plan was missing a signature; immediately corrected
1	1.3	Transportation Land	9	M	Although the vehicle was inspected by the transport team, one vehicle inspection checklist was not counter signed by a Supervisor; immediately corrected
1	2.4	Facility Security & Control	1-15	M	None

*Note: Any “Mandatory” or “Priority” Item on a monitoring tool that is rated DNM fails the entire inspection for that PBNDS Item. More than two (non-mandatory or non-priority) DNM components in an inspection checklist fail the entire inspection for that PBNDS Item.*

*Note: If an item fails inspection it will be listed in a red colored font in the excel spreadsheet until corrected.*

**Exhibit 35: Sample Quality Assurance Manager Summary Memo**

SUMMARY MEMO	
<b>Date</b>	
<b>From</b>	Quality Assurance Manager
<b>To</b>	COR
<b>Subject</b>	Signature
<b>Enclosure</b>	
<p>1. The areas listed on tab Week #___ of the enclosure were inspected during the week of December 3-9, 2013. The attached report is my summary of findings.</p>	
SEARCHES OF DETAINEES – PBNDS 2.10	
<p>Inspection was conducted on December 4, 2013, December 5, 2013, and December 6, 2013. The following personnel were interviewed: Lt. AAAA, Lt. BBBB, Officers XXXX, YYYY, and ZZZZ. Per SOP: “Supervisory Responsibilities: ...Complete the Record of Search Form for Shakedowns and place it into the respective binder... The Supervisor will attach all supporting documentation and photographs to the Record of Search Form...” Unable to locate photographs for following Record of Search Forms:            1. <input type="checkbox"/> 10/02/2012 – SMU - Lt. AAAA between 2027-2043 hours.            2. <input type="checkbox"/> 11/28/2012 - Bravo East - Lt. BBBB between 1740-1754 hours.            Per SOP: “Organized searches will be conducted by search teams; these teams will consist of (at a minimum): one (1) Supervisor, no less than two searching Officers, but as many as possible without hindering operational tempo, one (1) Documentation Scribe.”            3. <input type="checkbox"/> Searches conducted without the minimum staffing required: None; searches conducted:                <input type="checkbox"/> 10/02/2013 – Infirmary - Lt. AAAA, Officers XXXX, and YYYY.                <input type="checkbox"/> 10/17/2013 – Recreation/Library - Lt. BBBB, Officers XXXX, and YYYY.                <input type="checkbox"/> 11/14/2013 – Infirmary - Lt. AAAA, Officers YYYY, and ZZZZ.</p>	
TOOL CONTROL – PBNDS 2.1	
<p>No deficiencies noted.  <b>Quality Assurance Manager RATING:</b>  <input checked="" type="checkbox"/> MEETS STANDARDS <span style="margin-left: 100px;"><input type="checkbox"/> DOES NOT MEET STANDARDS</span></p>	
Quality Assurance Manager	Date
Project Manager	Date

**Exhibit 36: Sample Plan of Action (POA) to Resolve Quality Assurance Inspection Deficiency**

Date	12/11/12	
From	Project Manager	
To	COR; Quality Assurance Manager	
Subject	Plan of Action (POA) to Resolve QC Inspection Deficiency	
RE	Quality Assurance Summary Report for period December 3-9, 2012	
Enclosure	Quality Monitoring Tool for PBNDS 2.1 Admission & Release	
<p>1. Referenced report and enclosure (1) refer. The deficiency noted in enclosure will be resolved as follows:</p>		
<b>Standard</b>	<b>Monitoring Tool Component</b>	<b>Requirement in non-compliance</b>
PBNDS 2.1 Admission & Release	1	Orientation will include demonstration of telephone system use
<p>2. Plan of Action: The orientation checklist used by Processing Staff has been modified to include a line item for demonstrating how to use the phones.</p>		
<p>3. The above action was completed on 12/10/13 and this item is considered to now be in compliance. Supervisors will continue to monitor orientation closely to ensure the demonstration is completed.</p>		
Signature:		



## **6.4 SUPERVISORY PLAN**

### **6.4.1 Corporate Level Operations Manager (COM)**

The Quality Assurance Manager will notify the COM of all deficiencies identified and corrective action plans. If the deficiency recurs or the corrective action is determined to be inadequate or inappropriate, the COM will instruct the Project Manager on recommended solutions/corrections.

If the recommended solution does not correct the deficiency, the COM will further address the issue with the Project Manager until the resolution is acceptable to the COR. Once the corrective action has been implemented and completed (and concurred in by the COR), the Quality Assurance Manager will close out the entry in the excel workbook by noting the date and changing the font from red to black.

### **6.4.2 Project Manager**

The Project Manager will devise policy or procedural changes (with ICE concurrence), if the monitoring instrument indicates that there is a “trend” of performance that resulted in the DNM rating. The Project Manager will also determine if the issue involves training, then work with the Training Director to correct it. Finally, based on the Shift Captain’s and Assistant Project Manager’s recommendations, the Project Manager may issue discipline to individual Officers who may have caused the DNM rating.

### **6.4.3 Quality Assurance Manager**

Each week, the Quality Assurance Manager will provide a copy of the Quality Assurance Excel Workbook to the COR for review. Copies of individual monitoring instruments will be provided upon request.

### **6.4.4 Supervisors**

When directed by the Project Manager, the Assistant Project Managers and Shift Captains will devise action plans to correct DNM rated performance elements; or, in the event the cause is determined to be an individual’s inattention to duties, recommend disciplinary action.

Once proposed action is approved by the COR, the Project Manager/Assistant Project Manager and Shift Captains will implement the action and the discrepancy will be closed out in the Quality Assurance Excel Workbook.

Shift Supervisors will be also responsible for conducting written post checks for posts under their control. Each Supervisor will conduct written post checks on no fewer than two of their assigned Post Officers per shift. The form in the following Exhibit 37 is used to document Supervisor post checks:

### Exhibit 37: Post Inspection Report

POST INSPECTION REPORT				
<b>DATE:</b>	<b>INSPECTION TIME</b>			
	<b>BEGIN:</b>	<b>END:</b>		
<b>INSPECTOR NAME:</b>	<b>SIGNATURE:</b>			
<b>LOCATION:</b>	<b>OFFICER ON POST:</b>			
<b>INSTRUCTIONS:</b> Check the appropriate box following each question. Make comments on any “N” entry.				
<b>POST TITLE</b>				
<b>General</b>	<b>YES</b>	<b>NO</b>	<b>NI</b>	<b>NA</b>
Was post staffed as required?				
Was Officer alert?				
Was Officer in full uniform and did he/she present a neat appearance?				
Was Officer observed, adequately performing post duties?				
Were all required Incident Reports prepared and forwarded timely/accurate?				
Were all logs and records correctly maintained?				
Was Officer knowledgeable of emergency procedures and communications gear operation/protocol?				
Did Officer have appropriate credentials?				
Are weapons properly worn? (If applicable)				
5 Question General Knowledge Verbal Quiz Correct Answers		OF	5	
<b>MISCELLANEOUS CONTRACT REQUIREMENTS/INSPECTION</b>				
	<b>YES</b>	<b>NO</b>		
Are all keys accounted for and use documented?				
Are all required chemical inventories, tool inventories completed?				
Were any detainee requests received during the inspection? (If yes, comment as appropriate below.)				
Were Post Orders read and acknowledgement form signed?				
<b>COMMENTS: Continue on attached sheet if necessary</b>				
<b>Reviewer's Name (Printed):</b>	<b>Completion Date:</b>			
<b>Reviewer's Signature:</b>				
<b>Routing: SC/Assistant Project Manager/Quality Assurance Manager</b>				



## **6.5 COMMUNICATION PLAN**

Our communication plan is based on the successful communications plans that the Team GPS management team has implemented at five ICE detention centers.

### **6.5.1 Communications Risk Management**

Communications are an essential function in the successful performance of any contract. We provide our staff with the tools and knowledge to effectively communicate with any person and on any level necessary to ensure mission success. We have long established vendor relationships with telecommunications companies in various regions, which ensure that our staff will always be properly outfitted with the communications equipment required for this contract. No staff member will be permitted to operate without the required equipment and our Supervisors will perform visual checks to be sure they have such equipment before departing muster for a post or a transport detail.

The key element in communication is LISTENING. Our managers are trained to listen to the concerns of the customer and to be sure we have a complete understanding of any problem before rendering judgment or opinion. We fully analyze any concern brought forth and offer solutions to a problem.

### **6.5.2 Communications Equipment**

Equipment includes cell phones, two-way radios, computers for transmission of documents and email. Each of our managers will be provided with “smart” phones capable of transmitting email and documents as well as conducting voice communications. We will provide a cell phone (and a charger) and an installed 2-way radio for each vehicle as well for voice communications between transport team members and Supervisors/ICE staff (as necessary). Transportation Officers will also each carry a hand-held radio for “team” communications. We will also ensure that facility radio batteries are charged and ready for each shift. ICE staff will be provided with 5 radios for inter-staff communications.

### **6.5.3 Employee Training**

Employees are trained in appropriate ICE radio codes and we utilize law enforcement phonetic alphabet in all radio transmissions. Training includes hands-on training with communications devices.

### **6.5.4 Communication Requirements**

Communications is a multi-faceted endeavor consisting of the following requirements:

- a. Communications between the Prime Contractor and Government representatives at the Contracting Officer level.
- b. Communications between the Prime Contractor and the Contracting Officer’s Representative Level and Field Office representatives.
- c. Communications between the Prime and Subcontractor for performance coordination and issues.
- d. Communications between Contractor Team members, DHS-ICE local staff, other contractor staff, and members of law enforcement at various levels.

The following Exhibit illustrates the various levels and types of communications for the EPSPC contract.

### Exhibit 38: Levels and Types of Communications for the EPSPC Contract

Level	Contractor Team	DHS-ICE or Other	Purpose
1	GPS Corporate Staff	ICE Contracting Officer & Contracting Specialists	<ul style="list-style-type: none"> <li>Contract issues involving modifications, pricing changes due to changes in Wage Determinations; pricing changes due to negotiated scope of contract changes</li> <li>COR service requests that could impact contract pricing</li> <li>Response to Contractor Discrepancy Reports, if any.</li> </ul>
2	GPS CFO	Finance Center	<ul style="list-style-type: none"> <li>Invoicing</li> </ul>
3	Team GPS Managers, (and Asset, Argos, Trinity Managers via GPS)	COR/FOD/AFOD Other Senior Officials	<ul style="list-style-type: none"> <li>Operational Performance Issues and Contractor Discrepancy Reports, if any.</li> <li>Performance enhancement recommendations and initiatives</li> <li>Quality Assurance Program</li> <li>Staffing</li> <li>Training</li> <li>Equipment</li> <li>Plans, Policies, Procedures, Post Orders</li> </ul>
4	GPS Corporate Staff	Subcontractor Staff	<ul style="list-style-type: none"> <li>Contractor Team Performance</li> <li>Quality Assurance</li> <li>Staffing</li> <li>Training</li> <li>Equipment</li> </ul>
5	GPS CFO	Subcontractor Financial Staff	<ul style="list-style-type: none"> <li>Contract issues involving modifications, pricing changes due to changes in Wage Determinations; pricing changes due to negotiated scope of contract changes</li> <li>Invoicing</li> </ul>
6	Team GPS EPSPC Management Staff	ICE COR EPSPC ICE Staff Field Office Staff	<ul style="list-style-type: none"> <li>Operational efficiency in response to contract performance objectives; routine daily communication of requirements.</li> <li>Interactive Training</li> </ul>
7	GPS & Subcontractors	ICE Staff	<ul style="list-style-type: none"> <li>Reports/Deliverables submission</li> </ul>

#### 6.5.4.1 Communications between Team GPS and DHS-ICE Contracting Officer/Staff

The GPS Senior VP and Corporate Operations Manager provide liaison with the Contracting Officer/Contracting Specialist (CO/CS) assigned to this contract. GPS's corporate staff responds to all matters concerning Contract Administration including response to correspondence received by mail/email; telephone inquiries; provide required signed copies of contract modifications and other administrative documents as necessary. Additionally, GPS will coordinate any requests for adjustments to price driven by CBA and/or Federal Wage Determinations in a timely manner upon execution of Option Years by the Government. GPS will keep the CO/CS informed of any operational service change requested by the COR that could impact the price of contract, prior to



making such operational service change. GPS will respond to any Contract Deficiency Report (CDR) received including presentation of mitigation plan.

#### **6.5.4.2 Communications between Team GPS and DHS-ICE Finance Center**

GPS will comply with the DHS-ICE Finance Office instructions regarding submission of monthly invoices and obtain COR review/approval of the invoice prior to submission.

#### **6.5.4.3 Communications between GPS/Subcontractors and DHS-ICE COR/FOD/AFOD and Other Senior Officials**

GPS Corporate Operations Manager will be the single point of contact for the Government, forwarding communications from Subcontractors when necessary.

- a. The Project Manager and other subordinate managers, and (on occasion) Supervisors will directly communicate with the COR/AFOD and other senior officials with respect to operational matters.
- b. The Project Manager will ensure the COR has reviewed the monthly invoice prior to submission to the Finance Office.
- c. The Project Manager will provide a monthly Activities Report to the COR in the format provided by the COR.
- d. The Project Manager will provide other required periodic reports to the COR per the deliverables listing.
- e. The Quality Assurance Manager will report QA/QC Inspection findings directly the COR (with copies to GPS Corporate Operations Manager and Project Manager), and other senior officials upon completion of periodic audits.
- f. The GPS Operations Manager (in coordination with subcontractor's VPs of Operations) will monitor and prepare responses for any service deficiency noted by the COR.
- g. GPS will coordinate with subcontractor VPs of Operations concerning any deficiencies noted in QA/QC inspections or by the COR.
- h. The Training Staff will coordinate training with the COR/EPSPC training staff, providing annual training plans, lesson plans, and joint-staff training opportunities.
- i. Team GPS Managers will communicate with the EPSPC Facility Director as necessary to facilitate operations.

#### **6.5.4.4 Communications between GPS/Subcontractors**

GPS, Asset, Argos and Trinity senior staff and project staff will communicate routinely concerning Contractor Team Performance, Quality Assurance, Staffing, Training, and Equipment.

#### **6.5.4.5 Communications between GPS CFO and Subcontractor Financial Officers**

The GPS CFO will coordinate price adjustments for CBA/Wage Determinations with Subcontractor financial officials.

#### **6.5.4.6 Communications between Project Staff and Counterparts in ICE**

Team GPS will provide our project staff with computer systems and internet connectivity for e-mail communications; smart phones (managers) for telephonic communications with ICE counterparts; and cell phones for Supervisors and in vehicles in accordance with PBNDS standards. Prior to performance, Team GPS will provide all levels with our key personnel office



and cell phone numbers and e-mail addresses, as well as a listing of cell phone numbers assigned to each vehicle provided.

Team GPS's Project Manager is empowered to receive and act upon directives received from the COR and facility staff concerning contract performance, staff disciplinary issues, records, reports, and other administrative requirements.

Training Staff will coordinate training with facility training staff for interactive training.

Team GPS Managers/Supervisors will coordinate with ICE SIEA/DOS/SDDO as necessary to facilitate daily operations.

### **6.5.5 Reports/Deliverables Communication**

Written reports are provided either in letter format or by use of a standard form and forwarded as an attachment via e-mail or hand delivered. Reports are also provided by phone (in emergencies) followed up with written report transmitted via e-mail. As instructed by the CO/designee, hard copy reports are also provided.

## **6.6 EMERGENCY FOOD SERVICES PLAN**

*It should be noted that our Food Service Emergency Plan has been thoroughly tested due to actual evacuations of ICE Detention Facilities.*

Our food services management team works closely with the COR to stay abreast of all possible emergency situations. Sufficient Team GPS staff members are on hand at all times to meet the demands of supplying sack lunches, conducting Food Service tool inventories, and/or searching the Food Service Areas for contraband. Team GPS also has the ability to order pre-made sandwiches through Labatt's if required, or through other vendors approved by the COR. Team GPS is prepared and committed to meeting the food service needs during all emergencies and in all contingency situations. By approaching our contracts as a partnership with the Government, we are able to identify, plan for, and execute all required services.

Our Emergency Food Service Plan is designed to be integrated with the EPSPC Emergency Management Operational Plan. Team GPS has successfully accomplished this at various ICE facilities in our past performance.

Our Food Service Manager will work with ICE and all other personnel in response to Emergency Plans for various situations.

We have prepared Action Checklists for each scenario in our Emergency Food Service Plans. At a minimum our Emergency Food Service Plan covers the following incidents:

- a. Work Stoppage
- b. Safe Harbor/Service Wide Lockdown
- c. Environmental Hazard
- d. Natural Disaster (requiring evacuation)

### **6.6.1 Detainee Work Stoppage**

- a. The Food Service Manager (Food Service Manager), Assistant Food Service Manager (Assistant Food Service Manager), Cook Supervisor (CS), Cooks and Food Preparation Staff will assume meal preparation and service duties.



- b. Off duty, food service personnel will be recalled as necessary.
- c. Substitute meals that are less labor intensive, yet retain the same nutritional dietary requirements may be used.
- d. Personnel in other departments with appropriate experience and who hold current federal or state food service handler's permits, to include any necessary EPSPC training requirements may be assigned special or collateral duties as cook assistants.
- e. This procedure will be followed until the work stoppage ends or additional volunteers are solicited.

Meals will be served on schedule. Only work details that are considered essential to the orderly running of the facility will continue during limited visibility (i.e., Kitchen, etc.). All other details will be at the discretion of the Shift Captain/Supervisor. An additional Officer may be assigned to assist Officers already posted on work details.

### **6.6.2     Safe Harbor Plan**

The Food Service Manager will be briefed regularly, and will be notified by the official in charge of staffing of the number of people on duty to ensure adequate availability of food. Facility food service administrators will predetermine and keep abreast of community resources available for providing staff and detainees' meals during a disturbance or other disaster. Other information, which will be considered, is the type of meals and food needs which may occur due to the emergency.

#### **6.6.2.1     Information required**

- a. Number of staff requiring meals.
- b. Type and number of meals for detainees within the facility.
- c. Projected losses of food items due to the loss of electrical power to the facility.
- d. Food stocks available within the facility and from other outside sources, which are available.
- e. Storage sites available for the storage of food supplies or incoming shipments.
- f. Additional paper supplies to serve the meals.
- g. Additional food service personnel and their placement inside/outside the secure perimeter to carry out the feeding functions.

#### **6.6.2.2     In the event of a Service Wide Lockdown**

We understand that EPSPC will most likely go to Operation Condition Level-2 (OPCON) [Yellow], for a heightened security situation.

The DCT may be activated by ICE to respond to any disturbances that may arise and to ensure the overall security of the facility.

Meal service may be curtailed, substituted with sack meals, or limited to the various housing units as coordinated by the Project Manager.

### **6.6.3     Environmental Hazard**

The Food Service Manager will be briefed regularly, and will be notified by the official in charge of staffing, of the number of people on duty to ensure adequate availability of food. Our Food Service Manager will predetermine and keep abreast of community resources available for providing staff and detainee's meals during a disturbance or other disaster. Other information,

which will be considered, is the type of meals and food needs which may occur due to the emergency.

**6.6.3.1 Information required:**

- a. Number of staff requiring meals.
- b. Type and number of meals for detainees within the facility.
- c. Projected losses of food items due to the loss of electrical power to the facility.
- d. Food stocks available within the facility and from other outside sources.
- e. Storage sites available for the storage of food supplies or incoming shipments.
- f. Additional paper supplies to serve the meals.
- g. Additional food service personnel and their placement inside/outside the secure perimeter to carry out the feeding functions.

**6.6.4 Natural Disaster**

Team GPS Food Service staff will review Natural Disaster Preparedness Plans and Policies of the FOD and GPS supplemental plans annually. Team GPS Food Service staff will comply with and be fully integrated into facility emergency evacuation plans. In our past performance we have developed Emergency Food Service Plans for fires, tropical storms, earthquakes, tornados, etc. Each of these plans assigns specific responsibilities to the various operational staff (Managers, Food Service, Transportation, etc.) that detail initial response, continuity of operations, clean-up and restoration. The primary objective of our planning is to continue feeding through any event that may occur.

**6.6.4.1 Initial Response**

Once an event has occurred, our key managers will meet with their ICE counterparts to initiate the appropriate Emergency Action Plan. Communications protocols will be established (if regular communications have been interrupted) so that each action cognizant is aware of both actions required and reporting requirements. Staff, as necessary and available will be recalled to the site, and emergency service ware such as paper plates, plastic ware, alternate cooking equipment, and such will be removed from the warehouse and utilized as necessary. If power is curtailed, alternate refrigeration will be provided through use of refrigerated trucks/trailers. If water supplies are cut off, bottled water will be procured from available outside vendors. Meal schedules will be promulgated and on-hand perishable food stock will be utilized on a priority basis.

**6.6.4.2 Continuity of Operations**

If the event period is expected to last more than 72 hours, the Continuity of Operations Plan for extended service periods under abnormal conditions will be activated. In this instance, if the facility is not evacuated, Team GPS will have a fifteen day food supply and water available in order to feed the population.

**6.6.4.3 Clean-up and Restoration**

After the event, staff who are not on duty will be recalled on a voluntary basis to assist with facility clean up and restoration.





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## **7. Factor 1: Subfactor 3 - TRANSITION PLAN**

Team GPS anticipates a seamless transition, as there is sufficient staffing presently employed at EPSPC to fill all positions listed in our Staff Plan, and we have already recruited our Key Personnel as well as other Management and Supervisor staff. In addition, we already have the proposed transportation vehicles in inventory, and we have PBNDS equipment for vehicles, firearms, ammunition, DCT gear, additional riot gear, and training equipment in our inventory as well. **We will provide high quality digital radios in sufficient quantities to equip all staff on shift (and vehicles used for transport) and, we will provide five radios to ICE staff. We understand that the Government will provide encryption, if required.**

We will provide new uniforms (shirts, trousers, jackets,), and duty gear.

Our Subcontractor Trinity will install required equipment and software to manage Trinity's proven cashless Commissary system at the Facility. The systems and their benefits are described in detail in Section 5, Factor 1: Subfactor 1 – Performance Work Statement, Paragraph 5.6.2.7.

**These systems and technological solutions will be provided at no cost to the Government.**

Our team's Transition Plan has been proven repeatedly through successful implementation of detention, transportation and food service operations at five ICE detention facilities since 2001; during these contract transitions we hired and trained over 2,000 detention/transportation managers, trainers, supervisors, officers and food service staff, and provided over 140 PBNDS-compliant vehicles. At four of the five detention centers we currently or have previously managed, we created the transport function from ground zero to full operation during the allotted transition periods.

Throughout this Transition Plan, we use the term "incumbent" to represent those personnel who are employed by the current contractor at EPSPC. Per the Collective Bargaining Agreements in place and the FAR, we will carry over all transportation and detention officers to the new contract under Service Contract Act "successor contractor" regulations, provided they meet all contract requirements. We intend to hire the Key Personnel listed in this proposal, but will consider retaining eligible and qualified predecessor contract management staff, so as to reduce the impact on the facility.

### **7.1 RECRUITMENT OF ADEQUATE AND AVAILABLE STAFF**

For this transition, Team GPS calculates that sufficient staff exists to fill all detention positions in our staffing plan, including the Communications Control and Property/Supply Specialists who have been reclassified as non-detention officers, and the additional ACA Officers required (referred to as "Special Functions Group"). We also calculate that all food service positions can be filled by existing incumbent staff. However, for any position that cannot be filled by current staff, we are prepared to hire, train and place a qualified individual on the contract.

GPS has the advantage of being a part of the Bering Straits family of companies which currently staffs more than 135 contracts and is highly successful in recruitment and retention of management, operation, maintenance, and technical personnel on large-scale contracts. We are experienced at managing multi-function contracts where the workforce is represented by labor unions as well as those covered by the Service Contract Act (SCA) and Davis Bacon Act (DBA). This experience has prepared us for recruiting for the EPSPC contract.



We will employ our industry-leading Human Resources Information System, a Deltek Module that tracks to our Accounting module, Deltek CostPoint, and post staffing needs to such locations as listed in the following table:

Formal Recruiting Steps	
1.	<b>Employee Referrals.</b> Through internal company and client referrals, we locate candidates with the majority of the quality skills for the position.
2.	<b>Check Recent Applicants.</b> We search our resume files for recent applicants (results from previous advertisements) who have the needed skill category qualifications, then inform local managers who contact candidates.
3.	<b>Internet On-Line Recruiting.</b> Contact on-line recruiting and staffing web sites to post open requirements.
4.	<b>Newspaper Advertising.</b> A typical advertisement identifies the job location, qualification requirements, and summary of benefits.
5.	<b>Professional/Special Interest Organizations.</b> Maintain contact with various professional and special interest organizations: i.e. the Retired Officers' Association, National Officers' Association, urban leagues, and veterans' outreach programs, and location-specific retirement seminars.
6.	<b>Labor Organizations.</b> We will inform the local labor organizations that potential employment could be available with us. Many times, we have used this avenue and have obtained qualified employees who were out of work or disenchanted with the union atmosphere.
7.	<b>State and Local Employment Agencies.</b> Contact state and local Government employment services that are a consistent, reliable source for locating qualified candidates.
8.	<b>Professional Recruiting Services.</b> The BSLS corporate office maintains established agreements with local and national Equal Employment Opportunity search firms to assist in finding highly specialized individuals or individuals with unique skills and experience.
9.	<b>Trade Professional Journal Advertising.</b> Advertise in trade or professional journals, primarily for specialist positions. We will also utilize the internet to advertise for specialist skills, positions that are required at multiple locations, or if a high volume of a particular labor skill is required.
10.	<b>Trade Schools.</b> A permanent notice will be posted on the job search bulletin boards at local trade schools indicating potential positions.
11.	<b>Utilize Temporary Labor Hour Employees.</b> When necessary, we use the services of these temporary personnel until an employee is hired for tasks that require special skills, unique knowledge, or are short-term. Where special clearances or suitability determinations are necessary, we do not utilize this option.
12.	<b>Open House.</b> If the first 11 steps fail to produce a qualified candidate, our recruiters schedule an Open House. This has proven to be effective when the skill is difficult to find, a large number of a particular skill are required, or when there is a heavy competition for a particular type of resource within an area.

In addition, we have formed working partnerships with the Veteran's Administration/local Military Transition Offices, professional industry groups such as ACA, and State Workforce Agencies such as Texas Workforce Commission (TWC) to provide suitable pre-screened recruits for employment at our various detention sites. These agencies conduct the first level of qualifications research and produce candidates that meet all basic requirements; thus saving time and resources in recruiting replacement staff. We also utilize "Monster<sup>TM</sup>", ACA – Corrections.com and various other internet search engines to provide candidates for Key Personnel positions as well as hiring from within the organization.

Our on-site Human Resources manager will be supported by Team GPS corporate staff to ensure recruitment is structured, documented, fair, and consistent. Our transition hiring team will interview incumbent personnel. We offer Right of First Refusal, in accordance with Executive Order 13495, to all incumbent Service Contract Act (SCA) employees who meet our qualification standards. We recognize the advantages as well as the disadvantages of employing incumbent contractor personnel: incumbent personnel bring specific knowledge and firsthand



experience that can make an important contribution to a seamless transition, but they can also be too wedded to existing practices and unwilling to make the necessary changes to improve contract performance. Our approach to hiring incumbents will be to make offers only to those qualified personnel who are willing and able to go beyond what they are currently doing, if required, and are committed to implementing new processes and innovations that we may bring to the contract. When integrated into our project organization, it is this combination of experience, technical skill, and commitment to excellence that will produce the improved contract performance that we seek.

All applicants will receive equal and objective consideration for employment opportunities consistent with our objective to retain maximum expertise. We will evaluate applicants' certifications, licenses, technical skills, experience, and clearance against the PWS requirements. Our hiring team will screen applicants, conduct interviews, and explain our employee benefits package. Pre-employment verifications will be conducted to confirm qualification: former employers and other persons with knowledge of the applicant's qualifications will be contacted and education will be verified. It is our policy that all employment offers are contingent upon successful completion of a drug screening and criminal investigation process. Once hired, our transition team will provide training on contractor policies and procedures during orientation.

### **7.1.1 Recruiting for Special Functions Groups**

The RFP, in paragraphs C6.2.1.3 and C6.2.1.4, establishes what we have termed "Special Functions Groups" of posts that were previously staffed by Detention Officers. These groups include: Communications Control services and Detainee Property and Supplies Management services.

During transition, Team GPS will first advertise these "new" positions internally, interview candidates, select finalists and provide a candidate list with resume information to the COR for approval prior to "hiring." If we are unable to fill all of these positions with internal "hires" we will advertise the positions with Texas Workforce Commission (TWC)/Veteran's Administration (VA) resources. We fully understand the Government's desire for "non-rotation" of staff filling these "critical" posts in order to ensure that only highly effective, experienced individuals perform these tasks on a daily basis. In making our selections/recommendations to the COR, we will choose only those staff who have demonstrated a high level of proficiency in these positions

## **7.2 TRAINING OF NEW AND INCUMBENT EMPLOYEES**

Team GPS will ensure that all new and incumbent employees have completed the proper training for their assigned duties on this contract. We discuss types of Training for company personnel starting in Section 5, Factor 1: Subfactor 1 – Performance Work Statement, Paragraph 5.16 of this document and provide a schedule for Training in Section 7, Factor 1: Subfactor 3: Transition Plan, Paragraph 7.8.2.4 as well as in the Calendar of Events located in Section 7, Factor 1: Subfactor 3: Transition Plan, Paragraph 7.9 of this document.

## **7.3 LICENSES AND PERMITS TO BE OBTAINED BY START OF PERFORMANCE**

Team GPS will provide the COR with company licenses, Officer guard licenses, CDLs, food handler permits, US/TxDOT numbers, FMCSA number during transition. Team GPS already has



in place all required Texas State licensing requirements for Security Agency, Training Center Level III Armed, and Qualified Manager licenses, commercial driver's licenses, US/Texas DOT and FMCSA registration numbers. GPS team member Asset also maintains an FMCSA Safety Record of "Satisfactory" (the highest rating). GPS team member Argos Security, LLC is a licensed security company and security training provider in the state of Texas. GPS team member Trinity is registered to do business in Texas.

We will transfer all existing incumbent staff guard licenses to our Texas accounts during transition. Team GPS will ensure that all employees possess State of Texas guard permits when required under state law. We maintain copies of State Licenses in our personnel files which are available to COR upon request.

We understand the jurisdiction limitations of the contract and will not extend services into any unauthorized area. GPS staff will not be assigned to duties on any other contract outside of ICE during the performance period of the contract.

***Risk Mitigation:*** Partnership with TWC/VA ensures state and federal resources are fully utilized in providing pre-screened candidates that meet basic qualifications. Utilization of Verified First to conduct background investigations greatly reduces or eliminates the risk of recruiting candidates who will not pass ICE suitability determination process. Utilization of the E-Verify program ensures that employees hired meet standards for employment eligibility. Utilization of the e-QIP process at EPSPC and other DHS-ICE contract sites ensures accurate and timely submission of documentation required for suitability determinations. Our established relationships with area Medical Providers will ensure all staff complete required medical actions prior to performance. Team already has all required insurance, state and federal licenses in place. Team GPS's experience with Driver Qualification file requirements will ensure FMCSA and USDOT records requirements are met.

## 7.4 INSURANCE

Required insurance is already in place; we will provide the COR with all required Certificates of Insurance for the new contract period, listing DHS-ICE as a "certificate holder".

Team GPS acknowledges that we and our subcontractors must maintain insurance in an amount not less than \$3,000,000 of workman's compensation insurance and General Liability insurance with bodily injury liability coverage written on a comprehensive form of policy of at least \$500,000 per occurrence. Additionally, Team GPS will have automobile liability insurance policy providing for bodily injury and property damage liability covering automobiles operated on this contract with coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property coverage. It is our standard operating procedure to maintain copies of all insurance policies and Certificates which will be available to the CO on request. Team GPS also understands that we must provide bonds to cover staff with access to detainee monies and valuables in case of loss.

## 7.5 BACKGROUND INVESTIGATIONS

Team GPS utilizes a nationally recognized pre-employment background screening firm to conduct research on each employee hired. Our vendor provides services to thousands of companies including Fortune 500 firms. Screening consists of a state and national criminal



records check, credit check and Motor Vehicle Records check. We follow this with a reference/verification check of previous employers. In addition, for Transportation Officers, we request the driver records from the state from which the employee's license is issued in accordance with USDOT policy. Furthermore, we verify the driver's employment history with previous transportation companies per USDOT and Federal Motor Carrier regulations.

We are fully aware of the e-QIP process and all documentation required to obtain suitability determinations. Our administrative staff actively monitors the process from start to finish ensuring notifications are responded to the applicants and information provided if follow up is required. When notice of initiation is received, we call in the applicant and monitor completion of the e-Qip response to ensure it is submitted timely.

### **7.5.1 Security Requirements**

We have reviewed RFP Section H, and Section I Clauses I-84 and I- 85 (HSAR 3052.204-70 Security Requirements for Unclassified Information Technology (IT) Resources and HSAR 3052.204.71 Contractor Employee Access) and are fully aware of the requirements for screening staff for positions with access to sensitive information. We have also reviewed DHS Management Directive 6-8.0 (RFP Attachment 10) pertaining to the process for granting EODs and re-investigations policies.

Team GPS will ensure compliance with the above regulations through active monitoring of the suitability determination process. In addition, for any post requiring access to sensitive information above "low risk," we will ensure the staff member has been appropriately screened and granted such access by ICE.

### **7.5.2 Employment Eligibility**

We utilize the Federal E-Verify program to determine an applicant's eligibility to work. We will also ensure that each employee has a valid social security card and completes the required I-9 document to certify employment eligibility. Team GPS is already registered for the E-Verify program.

## **7.6 PROPOSED SECURITY/ENFORCEMENT EQUIPMENT**

We equip our DCT with riot control gear including helmets, gas masks, body armor, neck, shoulder, thigh, knee, calf protectors, boots and gloves, as well as shields and batons. DCT gear will be stowed in individual gear bags, and labeled for the size of the gear. We will provide 15 sets of DCT gear for the EPSPC DCT, which includes plus 83 additional sets (30%) of the remaining members of the detention officer staff. Further, another 5 sets of DCT gear are kept for ACA Use of Force Training.

***Risk Mitigation.*** Over 50% of required gear is already in our inventory.

## **7.7 INCUMBENT EMPLOYEES**

For this transition, Team GPS calculates that sufficient staff exists to fill all detention positions in our staffing plan, including the Communications Control and Property/Supply Specialists who have been reclassified as non-detention officers, and the additional ACA Officers required (referred to as "Special Functions Group"). We also calculate that all food service positions can



be filled by existing incumbent staff. However, for any position that cannot be filled by current staff, we are prepared to hire, train and place a qualified individual on the contract.

## 7.8 TRANSITION IMPLEMENTATION SCHEDULE

### 7.8.1 Transition Team

Our initial step in planning any transition is the selection of Transition Team members and the assignment of specific tasks called “milestones” to each team member (cognizant) or group of team members. For this transition, we have selected the individuals listed in the Exhibit below for the transition team and assigned milestones as indicated:

**Exhibit 39: Transition Staffing and Milestones**

Cognizant (COG)	Transition Title	Names	Company	Milestone Assignment
1	Corporate Operations Manager for Transition	Jorg Jensen	GPS	1) Overall Transition Coordinator: Deliverables Monitor COR Point of Contact Coordination Meetings Manager
1A	Assistant Transition Manager	Brian Mandel	Asset	1) Assist Mr. Jensen with overall transition monitoring Post Order Development, SOP Development (9) Detention Intelligence and Management Efficiency System (DIMES)
2	HR	2-1 Frank Taylor	GPS	2) Staff Qualifications: New Hire processing; e-Qip preparation & tracking; Personnel files; Credentials; Licenses/Permits; Medical screening; drug tests, TB tests; Employee Policy & Procedures Manual
		2-2 Ronald Berglund	Asset	
3	Logistics Coordinators	3-1 Jorg Jensen	GPS	3) Logistics: Uniforms/duty gear; office equipment/supplies, N95 respirators/PPE, Training equipment and supplies; radios, DCT/Riot Gear, transport vehicles, vehicle equipment/restraints, cell phones, firearms and ammunition, etc
		3-2 Ron Gates	Asset	
4	Training Director & Training Officer	Tony Escamilla Steven Pluma (during off hours from site)	Asset	4) Training: Basic, OJT, Supervisor, Firearms/Weapons, and DCT Training; Training Plans
5	Project Manager	5-1 Alfred Legler	GPS	5) Deliverables & Plans
	Assistant PM	5-2 Danny Rios		5) Deliverables & Plans
	Safety Manager	5-3 Ryan Schubert		5) Health & Safety Plan; Emergency Plans
	Food Service Manager	5-4 Daniel Pontes (Trinity) Samuel Walker (during off hours from site)		5) Food Service Transition & Training Food Service Deliverables

Cognizant (COG)	Transition Title	Names	Company	Milestone Assignment
	Quality Assurance Manager	5-5 Sergio Olivares	Argos	5) Quality Assurance Plan
6	CFO	6-1 Laura Edmonson	GPS	6) Insurance; transition procurement funding
	CFO	6-2 Thelma Garza	Asset	
7	Commissary Lead	Jacob Koch Karen Ketjen	Trinity	7) Oversees Trinity installation of Cashless Commissary System/Food Service Operation
8	Food Service Manager	Daniel Pontes		8) Oversees Trinity implementation of food service operations and deliverables

### 7.8.2 Transition Milestones – Pre-Proposal Status

The RFP requires the contractor to detail the transition process from contract award to the first day of performance. To do so we first establish our current baseline. The following Exhibit provides a snapshot of the proposal status of the Milestones listed above:

#### Exhibit 40: Transition Milestones – Pre-Proposal Status

Milestone	Responsibilities/Tasks	Pre-Proposal Status
1	<b>Transition Coordination</b>	Selection of Transition Team completed; team members aware of individual responsibilities
2	<b>Staffing &amp; Staff Qualifications:</b> Recruiting e-Qip preparation & tracking Personnel files Credentials Employee Policies & Procedures Manual Physicals Drug Screens TB Tests Employee Work Schedules	Selection of Transition Team members completed. Anticipate approximately 25 new hires due to classification changes for communications control, supply specialists and additional clerical staff; all other positions can be filled internally by existing staff; Employee Manual is under review. Arrangements made with R.E. Medical Associates and Eastside Rehab and Pain Clinic to provide transition services for physicals, drug screens, TB tests, etc. Each incumbent and new hire will be required to provide copy of current Texas guard license for verification with Texas DPS. New credentials will be issued as employees report for onboarding.
3	<b>Logistics:</b> Uniforms, duty gear, DCT/Riot gear, office equipment/ supplies, vehicles, vehicle equipment & restraints, cell phones, firearms & ammunition, N95 respirators/PPE, Training equipment and supplies); radios	Nationally recognized vendors are on standby to receive our orders. We have used these same vendors for 14 calendar years. We have vehicles, vehicle equipment, and firearms/ammunition in current inventory.
4	<b>Training Plan</b> <b>Training Administration</b> <b>Training</b>	Our Training Program is being tailored for specific hour requirements of the contract. We already have training outlines and exams for each topic listed in the RFP. Our training is presented in power-point with supporting videos which are in our inventory.
5	<b>Transition Deliverables:</b> Per RFP Section E and Section	All plans are presently being reviewed and updated



Milestone	Responsibilities/Tasks	Pre-Proposal Status
	7.8.2.5 of this document	
6	Insurance Requirements	In place
7	Cashless/Mobile Commissary; Food Service Operations	Trinity Group selected; installation schedule reviewed
8	Food Service Operations	Trinity Group selected; installation schedule reviewed
9	Detention Intelligence and Management Efficiency System (DIMES)	Vendor selected; proposal reviewed

Once our baseline is established, we develop the steps required to achieve each milestone, assigning a specific responsible individual or team (Cognizant/COG) to each step. Our transition team leader monitors each step toward milestone completion to ensure no action items are overlooked.

*Note: In each Milestone we have included events that are necessary to complete transition and provided, where applicable, Team GPS's current completion status.*

### 7.8.2.1 Milestone 1 – Notification of Award, Travel, Coordination Meetings

Mile-stone	Cog	Steps/Tasks	Description
1	1	1-1	ICE issues GPS Notice to Proceed; schedules Post Award Conference on site
1	1	1-2	Notify Subcontractors of Contract Award
1	1	1-3	Confirm Hotel Conference Room/Ball Room and Hotel Room requirements
1	1	1-4	Transition Team arrives in El Paso; hold Prime/Subcontractor transition kick-off meetings. Review transition responsibilities and transition schedule.
1	1	1-5	Attend Post Award Conference
1	1/1A	1-6	Meet with Union to discuss Transition. Notify Unions of displacement of detention officers from Communications Control, Property/Supply posts, and creation of Special Functions Communications Control, Property/Supply and ACA positions. Discuss: Armed Guard requirements; potential for Lay Off required by reduction in staffing; plan for employee physicals, drug screens, TB tests and contractor-issued employee credentials; individual guard license requirements; inter-company transfers of staff between contractors; "Schedule Bidding" during transition for employee schedules; uniform and duty gear issue plan; firearms training plan
1	1/1A	1-7	Daily Transition Team Meeting
1	1/1A	1-8	Weekly Progress Meeting with COR

#### 7.8.2.1.1. Notification to Proceed

Team GPS anticipates that transition will commence upon Notification to Proceed; during the notification call, we anticipate that an on-site Post Award Conference will be scheduled for no later than Monday, October 5, 2015.

#### 7.8.2.1.2. Notification of Subcontractors

Upon receipt of Contract Award; Prime Contractor GPS will notify its subcontractors of contract award and subsequent Notice to Proceed.

#### 7.8.2.1.3. Confirmation of Transition Office/Training Facility

Team GPS will notify the local hotel of travel itineraries for Transition Staff and confirm arrangements for the use of conference rooms, ball room, and hotel rooms.

#### **7.8.2.1.4. Transition Team Meeting**

GPS and its subcontractors will hold a pre-Post Award Conference prior to the Post Award Conference. The initial status of each Action Item in our Transition Plan will be discussed to establish a base line of activities and to ensure each Cognizant is aware of responsibilities and how achievement of the various milestone steps affect other Team members.

#### **7.8.2.1.5. Post Award Conference**

We will attend the Post Award Conference on date/time and location established by the Government. Team GPS corporate transition leaders and Project Key Personnel will attend the meeting.

#### **7.8.2.1.6. Union Meeting**

We will meet with the local United Government Security Officers of America (UGSOA) and Teamsters Union leadership to discuss transition. We will inform them of the contract changes involving Communications Control and Property/Supply posts; the guard licensing requirements; and, the requirements for physicals, drug screens, and TB tests in the new contract. We will further inform the UGSOA Union that due to staffing changes and reductions, a lay off may be conducted in accordance with CBA provisions. We will also discuss the relationships and staffing assigned to each subcontractor team member.

#### **7.8.2.1.7. Daily Transition Team Meetings**

Each day, the Transition Team will meet to discuss progress.

#### **7.8.2.1.8. Weekly Progress Meetings with COR**

Each week, the Transition Team will meet to discuss progress and provide a weekly status report for the COR.

**Risk Mitigation:** Through attendance at regularly scheduled transition progress meetings and by filing daily reports, the Government is kept fully informed of transition progress.

### **7.8.2.2 Milestone 2: Staffing**

For this transition, Team GPS calculates that sufficient incumbent staff exists to fill all detention positions in our staffing plan, including the Communications Control and Property/Supply Specialists who have been reclassified as non-detention officers, and the additional ACA Officers required (referred to as “Special Functions Group”). We also calculate that all food service positions can be filled by existing incumbent staff. However, for any position that cannot be filled by current staff, we are prepared to hire, train and place a qualified individual on the contract.

#### **7.8.2.2.1. Staffing & Staff Qualifications**

Mile-stone	Cog	Steps/Tasks	Description
2	2	2-1	Staffing; review of existing staffing compared to staffing plan
2	2	2-2	Publish Staff Letter informing them of transition plan calendar and events such as physicals, drug screens, TB tests; guard license requirements; new special functions posts (Communications Control, Property/Supply, ACA); and inter-company transfers.
2	2	2-3	Post Special Functions and Transportation Officer position descriptions on Union/Company bulletin boards; post Transport Officer position descriptions if necessary.
2	2	2-4	Finalize Key Personnel Resumes and Position Descriptions; submit to COR



Mile-stone	Cog	Steps/Tasks	Description
2	2	2-5	Submit Key Personnel Suitability Packages (if not already cleared); submit Key Personnel e-QIP packages on any “newly hired” Key Personnel.
2	2	2-6	Review applications from existing staff for Special Functions positions and Transport Officer positions; select candidates.
2	2	2-7	Notify selected applicants for Special Functions; order non-detention uniforms
2	2	2-8	If applicable, finalize Lay Off List; notify affected employees by letter
2	2	2-9	If necessary, notify TWC/VA of job requirements/ qualifications required and number of positions available; provide TWC/VA with job description, pay and benefits. Request Job Fair at local TWC/VA offices, if necessary. Place internet and print media ads for applicants.
2	2	2-10	If necessary, interview applicants at Job Fairs identified through TWC/VA. Select candidates
2	2	2-11	If new hires required, conduct pre-employment background checks for selected applicants
2	2	2-12	Collect incumbent guard license copies, CDL copies; prepare transfer paperwork for guard license registration to GPS/Subcontractor accounts; collect food handler permits; prepare contractor employee credentials
2	2	2-13	Commence revision of Policies & Procedures Manual (Employee Handbook)
2	2	2-14	If necessary, prepare e-QIP packages for prospective new hires for special functions positions; provide to COR
2	2	2-15	Order/Print new Policies & Procedures Manual (employee handbook)
2	2	2-16	Monitor new hire candidates for e-QIP notifications/Clearance Status
2	2	2-17	Publish schedule for incumbent employees and new hires for physicals, drug screens, TB tests
2	2	2-18	Incumbent employees and new hires complete physicals, drug screens, TB tests
2	2	2-19	If necessary, and upon receipt of favorable Suitability Determination, issue conditional offers of employment to cleared candidates and E-Verify; provide training schedule; order uniforms
2	2	2-20	Provide copy of Policies & Procedures Manual (employee handbook) to COR
2	2	2-21	Issue contractor credentials and arrange for ICE issuance of ICE credentials to newly hired staff
2	2	2-22	Provide COR with certification of completion letter for staff physicals, drug screens, TB tests; provide copies of documents if requested by COR
2	2	2-23	Provide COR with certification letter for employee guard licenses, CDLs and food handler permits; provide copies if requested by COR
2	2	2-24	Provide COR with copies of insurance documents
2	2	2-25	Prepare initial employee work schedules
2	2	2-26	Prepare final personnel records; file applications, suitability forms, Code of Conduct/Removal from Duty forms; Physicals, TB and Drug Test results; and Training Completion Certificates
2	2	2-27	Distribute Policies & Procedures Manual (employee handbook) to all Staff

#### 7.8.2.2.2. *Physicals, Drug Screens, TB Tests, Respirator Fit Testing*

We have established relationships with the medical community in the local area; we have made them aware that all detention staff will require annual physicals, drug screens and TB tests during contract performance. During transition, we will review the status of staff physicals to ensure they have completed a physical within the previous 12 months; if they have not, we will make appointments with our clinics to have them done. Our clinics have agreed to prioritize our staff and provide services on weekends.



***Risk Mitigation:*** Through our vigorous Health Screening Program, we ensure the availability of physically qualified staff who are free from drug and alcohol issues and who comply with health standards. Team GPS has long standing relationships with COR-approved medical clinics and practitioners in Texas.

**7.8.2.2.3. Contractor Credentials/PIV Cards**

In conjunction with scheduling medical requirements, Team GPS administrative staff will prepare new contractor credentials and schedule newly hired staff to be issued ICE PIV cards.

**7.8.2.2.4. Employee Work Schedules**

In conjunction with the above requirements, we will establish employee work schedules reflecting new post hours.

**7.8.2.2.5. Insurance Certificates**

Required insurance is already in place; we will provide the COR with all required Certificates of Insurance for the new contract period, listing DHS-ICE as a “certificate holder”.

**7.8.2.2.6. Licenses/Permits**

Team GPS will provide the COR with company licenses, officer guard licenses, CDLs, food handler permits, US/TXDOT numbers, FMCSA number during transition.

Team GPS already has in place, or will have prior to performance, all required Texas state licensure requirements for security company, registered manager, training facility, armed guard permits, commercial driver’s licenses, US/Texas DOT and FMCSA registration numbers. Asset also maintains an FMCSA Safety Record of “Satisfactory” (the highest rating). Argos Security, LLC is a licensed security company and security training provider in the state of Texas. Trinity is registered to do business in Texas.

We will transfer all existing incumbent staff guard licenses to our Texas accounts during transition.

***Risk Mitigation:*** Partnership with TWC/VA ensures state and federal resources are fully utilized in providing pre-screened candidates that meet basic qualifications. Utilization of Verified First to conduct background investigations greatly reduces or eliminates the risk of recruiting candidates who will not pass ICE suitability determination process. Utilization of the E-Verify program ensures that employees hired meet standards for employment eligibility. Utilization of the e-QIP process at EPSPC and other DHS-ICE contract sites ensures accurate and timely submission of documentation required for suitability determinations. Our established relationships with area Medical Providers will ensure all staff complete required medical actions prior to performance. Team GPS already has all required insurance, state and federal licenses in place. Team GPS’s experience with Driver Qualification file requirements will ensure FMCSA and USDOT records requirements are met.

**7.8.2.2.7. Employee Health Screening**

**Initial Drug Testing.** As part of our new hire process, we ensure that all applicants for employment undergo a drug test that detects, at a minimum, the use of amphetamines, cocaine metabolites, opiates, phencyclidine, and marijuana. We utilize a COR-approved drug lab for all testing. We submit the drug test results within 21 days of submission of the application package to the COR. We post the ICE “Drug Free Workplace Policy” in the muster rooms and our Admin Office and each employee receives an employee handbook with the company “Drug Free



Workplace Policy” contained therein. Our drug testing procedures remain in full effect for the entire contract so that we are in compliance with all Federal requirements. This process will be utilized for incumbent staff health screening during transition.

**Tuberculosis (TB) Testing.** Each employee is subject to an initial and annual TB test

**Hepatitis Vaccinations.** We offer the hepatitis vaccination series to all employees.

**Respirator Fit Testing.** In an effort to prevent the contracting or spreading of the virus, Team GPS will ensure that all staff receive a screening and fit-testing for N-95 masks, according to OSHA Regulations, when circumstances dictate the need.

**Health Standards.** We require the following Health Standards to be met by our Officers in compliance with the contract and U.S./State DOT standards for commercial drivers:

- a. We will assign only employees who are in good health to work under this contract. Employees will be without physical defects or abnormalities that would interfere with performing duties.
- b. All newly hired detention/transport staff, who work under this contract, will pass a medical examination conducted by a licensed physician within 30 days prior to initial assignment (and annually thereafter). The SF-88 “Report of Medical Examination” will be utilized for physicals. U.S. DOT physical forms will be used for Transportation Officers as well as the SF-88.
- c. If requested by the COR, we will make medical records of contract employees available for review.
- d. We utilize a COR-approved, fully licensed certified independent clinic and laboratory for the purpose of accomplishing the physical/drug screenings.
- e. Prior to the officer’s initial assignment or reassignment to the contract, we will certify in writing to the COR that each staff member is in full compliance.
- f. Detention Staff and Food Service Staff will be free from serious physical illnesses, ailments, or maladies, including epilepsy. This also includes other diseases that may be transmitted to and result in the disablement of other persons.

We will immediately report to the COR any changes in a detention staff member’s health status. We understand that, if the COR determines that our employees do not meet minimum health standards, the detention staff member may be ordered to take a “Fitness for Duty” examination at no cost to the Government.

***Risk Mitigation:*** Through our vigorous Health Screening Program, we ensure the availability of physically qualified staff who are free from drug and alcohol issues and who comply with health standards. Team GPS has long standing relationships with COR-approved medical clinics and practitioners in Texas.

### 7.8.2.3 Milestone 3: Logistics

Mile-stone	Cog	Steps/Tasks	Description
3	3	3-1	Order radios, firearms, ammunition, non-lethal weapons, DCT/Riot gear, duty gear, and training equipment
3	3	3-2	Order Escort Shuttle carts; Food Service equipment
3	3	3-3	Order computers; office equipment and supplies; furnishings (desks, chairs, training tables)



Mile-stone	Cog	Steps/Tasks	Description
3	3	3-4	Distribute Uniform Sizing Form to all incumbent staff
3	3	3-5	Compile staff uniform sizing spreadsheet (new hires and incumbents); order employee uniforms
3	3	3-6	Take delivery of firearms, ammunition, non-lethal weapons; inspect, test fire and prepare serial number list for delivery to COR; provide certification of dealer inspection.
3	3	3-7	Take delivery of/and inventory radios, additional DCT/Riot gear, duty gear, and training equipment
3	3	3-8	Take delivery of Escort Shuttle carts; Food Service equipment
3	3	3-9	Take Delivery and Distribute staff uniforms and duty gear; provide COR with Uniform Issue Certification Letter
3	3	3-10	Deliver transportation vehicles; arrange COR inspection
3	3	3-11	Take delivery of computers, office equipment and supplies, furnishings; set up office/training facility equipment/furnishings; computer software configuration

#### 7.8.2.3.1. Contract Materials/Supplies

Team GPS provides uniforms/duty gear, DCT gear, office equipment and supplies, vehicles, vehicle equipment and restraints, cell phones, radios, firearms and ammunition, body armor, N95 respirators, various personal protective equipment, training equipment and supplies.

Team GPS has long-established relationships with nationally known and respected uniform and duty gear vendors who provide high quality products used by the security industry and law enforcement agencies nationwide. DCT gear and required PBNDS equipment for vehicles is provided by these same vendors. We provide high quality computer systems and networked printers, internet service, and smart phones for managers. During our team transitions at PIDC, ECSPC, and FSPC, our vendors supplied all required equipment well within the transition requirements.

#### 7.8.2.3.2. Uniforms/Duty Gear

Issue items are listed in Section 5, Factor 1: Subfactor 1 – Performance Work Statement, paragraph 5.12.13 of this document.

**Risk Mitigation:** Long-standing partnerships with nationally known and recognized equipment vendors whose service excellence has been verified during large-scale contract transitions for ICE will ensure the successful and on-time completion of equipment provision.

#### 7.8.2.3.3. Vehicles and PBNDS Equipment

In our past and current performance of ICE detention and transportation contracts, we have provided over 140 vehicles and associated PBNDS-required equipment, and we already have sufficient vehicles in inventory for this contract. Our vehicle descriptions/configurations/photos are provided in Section 5, Factor 1: Subfactor 1 – Performance Work Statement, Paragraph 5.6.3.1 of this document. Here we provide a vehicle list.

**All required vehicle equipment and restraints are already in inventory.**

VEHICLE TYPE	QUANTITY
12 Passenger Van	7
Wheel Chair Van	1
47 Passenger Buses	8
Note: The quantities above reflect a redundancy factor to ensure availability of sufficient vehicles for transport requirements in the event of breakdown or for maintenance.	



***Risk Mitigation:*** Long-standing partnerships with nationally known and recognized vehicle vendors whose service excellence has been verified during large scale contract transitions for DHS-ICE will ensure the successful and on-time completion of equipment provision.

#### **7.8.2.3.4. Firearms/Ammunition**

Team GPS will provide S&W .40 caliber semi-automatic handguns individually to each of our armed staff. Asset holds a Federal Firearms Dealer's License and has access to the required firearms, and has sufficient firearms in its inventory to equip the contract. Our firearms are factory and dealer certified that each weapon is safe and accurate. We will issue each officer three 15-shot magazines containing hollow point ammunition. This factory load "carry" ammunition will be expended each year during quarterly qualifications and replaced with fresh ammunition. We will also use factory load ammunition for qualification in order to maintain consistency of scores.

All weapons and ammunition are accounted for by our Supervisors during daily shift musters.

***Risk Mitigation:*** Long-standing partnerships with nationally known and recognized firearms dealers, whose service excellence has been verified during large scale contract transitions for DHS-ICE, will ensure the successful and on-time arrival of firearms in time for training and performance.

#### **7.8.2.3.5. Communications Equipment**

Team GPS will provide a "smart phone" with email and data capability to each of our managers; we will provide a cell phone for each transport vehicle (during runs) pre-programmed with all supervisory and management cell phone numbers as well as the COR. In addition, we will provide a radio for each vehicle and hand held radios for transport team communications. We will provide a compatible radio to ICE for communications with transport teams. Further, we will provide approximately 165 digital handheld radios in the facility for communication between our supervisors/officers on post (with 5 of these radios provided to ICE staff). In addition, all key personnel, including supervisors, will be provided with computer systems and internet access for e-mail and document transmission. Team GPS will provide internet service to our staff at EPSPC and our managers' email addresses will be provided to the COR.

#### **7.8.2.3.6. Office Equipment**

During transition we will utilize temporary office/training space at a nearby hotel to conduct transition business. (We have successfully utilized this approach in transitioning four DHS-ICE detention contracts.) During contract performance, we will utilize an off-site office/training complex located near the facility. Where provided, we will also utilize Government provided management offices on site. We will provide transport vehicle parking spaces adjacent to our office site facility. We will provide computer systems, printers, fax machines, copy machines, and office supplies to support administrative tasks required in the contract. We will provide internet access for e-mail and document transmission.

***Risk Mitigation:*** Team GPS's extensive credit lines with various office supply vendor guarantees on-time delivery of required products. Credit cards are issued to transition staff and key managers to enable local purchases.



#### 7.8.2.3.7. *Disturbance Control Team (DCT) Equipment*

We equip our DCT with riot control gear including helmets, gas masks, body armor, neck, shoulder, thigh, knee, calf protectors, boots and gloves, as well as shields and batons. DCT gear will be stowed in individual gear bags, and labeled for the size of the gear. We will provide 15 sets of DCT gear for the EPSPC DCT, and 83 additional sets (30%) of the remaining members of the detention officer staff. Further, another 5 sets of DCT gear are kept for ACA Use of Force Training.

**Risk Mitigation.** Over 50% of required gear is already in our inventory.

#### 7.8.2.4 Milestone 4: Training

Mile-stone	Cog	Steps/Tasks	Description
4	4	4-1	Provide COR with Training Director/Training Officer Certifications
4	4	4-2	Provide COR with Transition Training Plan
4	4	4-3	Provide COR with Training Site location, type of training, date and time of training
4	4	4-4	Conduct new hire Manager Basic Training (job functions) (40 hours) for newly hired staff
4	4	4-5	Conduct ACA Class (40 hours) for all newly hired detention staff (16 hours) for newly hired staff with infrequent contact with detainees
4	4	4-6	If applicable; conduct Initial Training (83 hours) for newly hired Detention Staff
4	4	4-7	Conduct Firearms Transition Training and Qualification for incumbent officers – 8 hours with new firearm;
4	4	4-8	If applicable, conduct Firearms/Non-Lethal Weapons Training for newly hired armed detention, Airport/IAO and transportation positions (24 hours)
4	4	4-9	If applicable, commence 40 hour OJT for incumbent and newly hired detention officer staff selected for armed detention, Airport/IAO and transportation positions.
4	4	4-10	Conduct 40 hour OJT for incumbent detention officer staff selected for Communications Control and Property/Supply and ACA positions (Special Functions Group).
4	5-4	4-11	Conduct 40 hour OJT for newly hired food service staff and incumbents as necessary.
4	4	4-12	Commence 80 hour OJT for all newly hired Detention Staff
4	4	4-13	Provide COR with training completion certification letter for Firearms/Non-Lethal Weapons Training (provide trainee name, course, hours, dates)
4	4	4-14	Provide COR with Annual Training Plan
4	4	4-15	Provide COR with Monthly Training Forecast for first month of performance
4	1/1A 5-1	4-16	Conduct 40 hour OJT Contract PWS, CBA and Human Resources Policy training for incumbent Managers/ Supervisors
4	4	4-17	Conduct 40 hour OJT for new hired supervisors (promoted from within organization)
4	4	4-18	Coordinate dates for DCT training with COR (during performance)

Team GPS provides a description of training in Section 5, Factor 1: Subfactor 1 – Performance Work Statement, Paragraph 5.16 of this document. Our calendar for the hours of training during the transition period can be found on the following table:

#### 7.8.2.4.1. *Calendar/Hours of Training*

Training	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10*	Week 11*
Manager Basic	40 hours						
ACA		40 hours					



Training	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10*	Week 11*
Firearms (FA) Transition		8 hours per day until all incumbent armed Officers have qualified					
Detention Officer Initial			67 hours				
New Hire FA/NLW					24 hours FA safety, range, and Baton/OC		
Armed OJT						40 hours	
OJT Special Functions Group						40 hours	
OJT Food Service						40 hours	
OJT New Hire Detention Officers						80 hours	
OJT Contract Training Managers & Supervisors						40 hours	
OJT Supervisors							40 hours***
DCT Training**						40 hours	

\*Due to the nature of “On the Job” training, OJT will be deferred to the first two weeks of contract performance, as Team GPS staff will not have access to the facility to conduct this training.

\*\*DCT training will be coordinated with COR during performance.

\*\*\*Assumes Supervisors are promoted from Detention Officer/Transportation Officer ranks (If newly hired, OJT is 80 hours)

**Risk Mitigation:** Team GPS management team has provided the training required for this contract at five ICE detention facilities. Our extensive training program has already been tailored specifically to meet new contract requirements.

### 7.8.2.5 Milestone 5: Deliverables

Team GPS has assigned five staff members to develop, review and submit the below listed deliverables to the COR within the time specified below:

Mile-stone	Cog	Steps/Tasks	Description		
5	5-1 5-2 5-3 5-4 5-5	5-1 5-2 5-3	<b>Deliverables Review/Finalize and Provide to COR:</b>		
			<b>RFP Deliverable #</b>	<b>30 Day Deliverable (Step 5-1)</b>	<b>Due</b>
			1	Final Version of QC Plan	Award + 30 days
			2	Employee Policies & Procedures Manual	Award + 30 days
			4	Post Orders	Award + 30 days
			5	Communications Plan	Award + 30 days
			17	Training Plan	Award + 30 days
			35	General Supply/Inventory Plan	Award + 30 days
			39	IT Security Plan	Award + 30 days
			40	Finalized List of Approved Food Vendors	Award + 30 days
			49	Emergency Food Preparation and Service	Award + 30 days

Mile-stone	Cog	Steps/Tasks	Description
			Schedule
			<b>45 Day Deliverable (Step 5-2)</b>
		44	Common Fare Menu Award + 45 days
		45	35 Day Regular Menu Award + 45 days
		46	Detainee Special Needs Menu Award + 45 days
		48	Holiday Menus Award + 45 days
			<b>60 Day Deliverable (Step 5-3)</b>
		3	Standard Operating Procedures (SOP) Award + 60 days
		NA	SOP for Cashless Mobile Commissary Award + 60 days
		6	Key Personnel Resumes Award + 60 days
		7	Organization Chart Award + 60 days
		16	Emergency Call Back Roster Award + 60 days
		18	Monthly Training Forecast Award + 60 days
		20	Emergency Action Plan Award + 60 days
		21	Sexual Assault & Suicide Prevention Plan Award + 60 days
		22	Firearms Training Certificates Award + 60 days
		23	Officer Testing Questions and Results Award + 60 days
		24	Key, Tool Cabinet Inventory Class A and Class B Log Award + 60 days
		25	Equipment Inventory Award + 60 days
		36	Commissary Menu Award + 60 days
		37	Commissary Inventory List Award + 60 days
		38	Statement of Detainee Funds Accounts Award + 60 days
		53	Food Handler Certification Award + 60 days
		55	Food and Non-Food Inventory Award + 60 days
		72	CDL License Award + 60 days
		77	Firearms License/Certifications Award + 60 days
		11	e-Qip Packages As necessary during transition
		15	Drug Test Results As necessary during transition

**Risk Mitigation.** Team GPS has developed or assisted ICE in developing all of the deliverables listed above in our past performance. We have already begun the development of post orders for the newly established posts. All other policies, plans and procedures will be reviewed during transition and re-published as necessary.

#### 7.8.2.6 Milestone 6: Insurance

Mile-stone	Cog	Steps/Tasks	Description
6	6	6-1	Submit insurance documentation to COR

Team GPS already has in place the required Workers' Compensation, General/Employer Liability Insurance, and Automotive Insurance required for this contract.

**Risk Mitigation:** With required insurance already in place, the risk is reduced to "zero" for insurance requirements.



### 7.8.2.7 Milestone 7: Establishment of Cashless Commissary System

Mile-stone	Cog	Steps/Tasks	Description
7	7	7-1	Recruitment and selection of qualified commissary personnel
7	7	7-2	Discuss transition with Team GPS/COR
7	7	7-3	Walk through facility; identify designated area for trash/cardboard removal
7	7	7-4	Submit eQip packages for Commissary Staff to GPS for further submission to COR
7	7	7-5	Order necessary computer equipment and peripherals; order lobby kiosks
7	7	7-6	Finalize stock items with COR approval
7	7	7-7	Final determination of commissary product vendors; final determination of paper/office supply vendor(s); order MyCarePack marketing materials (if utilized); continue interface development
7	7	7-8	Prepare training materials/policy and procedure manual
7	7	7-9	Meet with Team GPS Training Officer to arrange for new employee orientation to satisfy contractual obligations
7	7	7-10	Finalize staffing charts and work schedules for Trinity associates
7	7	7-11	Finalize any dietary/medical or other commissary restrictions with medical staff and liaison(s)
7	7	7-12	Order petty cash or purchasing card for commissary manager
7	7	7-13	Order vendor number for commissary services
7	7	7-14	Continue interface development, initial testing of commissary software and systems
7	7	7-15	Finalize Commissary software interface – testing Order Trinity personnel uniforms Finalize detainee worker list Review paperwork/accounting/billing requirements Print commissary menus/order scan forms
7	7	7-16	Arrange travel for Commissary opening team
7	7	7-17	Site-specific Commissary staff training (i.e. policies/procedures)
7	7	7-18	Place initial product orders
7	7	7-19	Place office supply orders
7	7	7-20	Finalize commissary operating manual
7	7	7-21	Arrange for “dry run” of product receiving; delivery to detainees
7	7	7-22	Opening/transition team on-site to oversee all transition functions and operations Install Trinity computer equipment and peripherals Interface implementation
7	7	7-23	Receive products and organize commissary stockroom (off site if space not available onsite)
7	7	7-24	Implement MyCarePack (if utilized)

Team GPS will install a cashless Commissary System at EPSPC operated by Trinity. The system description and benefits provided are included in Section 5, Factor 1: Subfactor 1 – Performance Work Statement, Paragraph 5.6.2.7 of this document.

**Risk Mitigation.** Team GPS teammate Trinity provides commissary services nationwide to corrections/detention facilities.

### 7.8.2.8 Milestone 8: Food Service Operations

Mile-stone	Cog	Steps/Tasks	Description
8	8	8-1	Meet with Team GPS/COR and outgoing contractor to discuss the transition schedule
8	8	8-2	Place recruitment advertisements in local newspapers, periodicals and in JOBAPP. Determine availability of incumbent contractor employees for transfer to new

Mile-stone	Cog	Steps/Tasks	Description
			contract. Provide incumbents with new hire transition package.
8	8	8-3	Interview Management candidates. Make offer. Submit eQip package to Team GPS/COR
8	8	8-4	Determine uniform sizing and order uniforms
8	8	8-5	Procure all necessary licenses and permits. Check for any Federal, State, and County and City requirements.
8	8	8-6	Arrange for health cards and drug tests for each employee as required by the facility or the local health authorities.
8	8	8-7	Determine the primary vendors for: Food items, paper supplies, cleaning supplies; supply a copy of the purchasing specifications along with any special needs.
8	8	8-8	Discuss procedures for GFE repair and maintenance with Team GPS/COR; vendor contact info, request forms; etc.
8	8	8-9	Notify Dietician of menu requirements and due dates to provide at 45 day point
8	8	8-10	Call the Trinity training director to arrange for new employee orientation and training.
8	8	8-11	Call Team GPS Training Officer to arrange for new employee orientation to satisfy state and contractual obligations.
8	8	8-12	Call the Cleaning supply representative to schedule a walk--thru of the facility to determine product and dispenser needs.
8	8	8-13	Order computer hardware.
8	8	8-14	Order computer software.
8	8	8-15	Order all required administrative forms.
8	8	8-16	Order all manuals etc. from Trinity Corporate Office
8	8	8-17	Introduce the Manager to the institution.
8	8	8-18	Order any equipment as outlined in the proposal.
8	8	8-19	Finalize the opening team travel arrangements.
8	8	8-20	Refine specific job descriptions for Trinity staff.
8	8	8-21	Develop specific cleaning schedules for institution.
8	8	8-22	Prepare specific work schedules for Trinity staff.
8	8	8-23	Order necessary office equipment and supplies.
8	8	8-24	Contact the institution Medical Director for a current list of diets to ensure all necessary recipes etc. are available.
8	8	8-25	Contact the institution chaplain for a list of all religious diets.
8	8	8-26	Order a phone card for the unit management.
8	8	8-27	Establish our "back-up" production staff from a pool of experienced and seasoned Trinity employees.
8	8	8-28	Establish the schedule for ordering and receiving of food supplies. Coordinate with COR and incumbent contractor
8	8	8-29	Review specific security, safety and institutional policies which will need to be conveyed to our permanent and opening team members.
8	8	8-30	Submit form to get vendor number for FS manager
8	8	8-31	Finalize Menus
8	8	8-32	Confirm serving times for detainees and staff
8	8	8-33	Prepare opening orders and discuss any areas of concern with all pertinent vendors.
8	8	8-34	Establish preliminary production record forecasts, develop the appropriate production schedule and complete Prep and Pull sheets for opening week.
8	8	8-35	Review detainee volunteer worker requirements and current detainee work schedules at the institution.
8	8	8-36	Create a current unit level, PBSO, table of organization to familiarize all Trinity staff with institution chain of command.
8	8	8-37	Prepare for the opening team a "Summary of Contractual Obligations", to help



Mile-stone	Cog	Steps/Tasks	Description
			familiarize our staff with unit level operations.
8	8	8-38	Arrange for new telephone/fax lines if necessary. Assess institutions current system for adequacy.
8	8	8-39	Determine which employees need Serve-Safe Training
8	8	8-40	Develop meal count sheets and billing sheets
8	8	8-41	Order Red and Green Buckets
8	8	8-42	Discuss emergency medical treatment protocols with medical department/COR. Procure necessary first aid supplies.
8	8	8-43	All newly hired unit personnel report for 40 hour training and orientation.
8	8	8-44	Issue uniforms to employees
8	8	8-45	Establish tool control and key control systems.
8	8	8-46	Arrange to have equipment sales/service representatives present to provide training on any new or existing equipment.
8	8	8-47	Refine emergency contingency plans. Review with institution staff. Submit to COR at 30 day point.
8	8	8-48	Develop product delivery contingency plans.
8	8	8-49	Place all opening orders. Confirm product availability through vendor representatives.
8	8	8-50	Confirm product delivery dates. Coordinate with incumbent contractor
8	8	8-51	Develop Billing Summary sheets and invoice procedure--review with client
8	8	8-52	Arrange for pre--opening cleaning (if necessary).
8	8	8-53	Arrange for opening team to be on location at least 4 days prior to opening.
8	8	8-54	Finalize inventory book/ordering system. Set up menu management system.
8	8	8-55	Make final review of work schedule to ensure adequate coverage.
8	8	8-56	Review equipment with incumbent institution staff.
8	8	8-57	Review first week's menu with institution staff.
8	8	8-58	Adjust production forecasts as necessary. Print recipes and production records for 1 <sup>st</sup> week
8	8	8-59	All unit personnel report for Trinity orientation and training.
8	8	8-60	Prepare the units filing system complete with files full of forms and other necessary documentation.
8	8	8-61	Receive opening orders.
8	8	8-62	Arrange a "dry run" for delivery vehicles to points of service.
8	8	8-63	Conduct equipment and small wares inventory with client

### 7.8.2.9 Milestone 9: Detention Intelligence and Management Efficiency System (DIMES)

Mile-stone	Cog	Steps/Tasks	Description
9	1A	9-1	Notify DIMES Vendor of Contract Award
9	1A	9-2	Meet with vendor and COR on site to discuss installation of DIMES
9	1A	9-3	Commence or continue installation of DIMES
9	1A	9-4	Test DIMES

## 7.9 CALENDAR OF EVENTS

Our final step in devising our Transition Plan is to place all tasks on a Calendar of Events to ensure there are no conflicts, to maximize efficiency, and ensure timely completion. (MSC=Milestone Cognizant)

**Exhibit 41: Calendar of Events**

*Transition Week 1*

MSC	Task	Task Descriptions (Week 1) 9/30/15 to 10/6/15	Date: 9/30/15 to 10/06/15						
			W	R	F	S	S	M	T
			30	1	2	3	4	5	6
1	1-1	ICE issues Team GPS Notice to Proceed; schedules Post Award Conference on site							
1	1-2	Notify Subcontractors of Contract Award							
1	1-3	Confirm Hotel Conference Room/Ball Room and Hotel Room requirements and reservations							
1	1-4	Transition Team arrives in El Paso; hold Prime/Subcontractor transition kick-off meetings. Review transition responsibilities and transition schedule.							
1	1-5	Attend Post Award Conference							
1	1-6	Meet with Union to discuss Transition. Notify Unions of displacement of detention officers from Communications Control, Property/Supply posts, and creation of Special Functions Communications Control, Property/Supply and ACA positions. Discuss: Armed Guard requirements; potential for Lay Off required by reduction in staffing; plan for employee physicals, drug screens, TB tests and contractor-issued employee credentials; individual guard license requirements; inter-company transfers of staff between contractors; "Schedule Bidding" during transition for employee schedules; uniform and duty gear issue plan; firearms training plan.							
1	1-7	Hold daily Transition Meeting							
1	1-8	Hold weekly Transition Meeting with COR							
2	2-1	Staffing; review of existing staffing compared to staffing plan							
2	2-2	Publish Staff Letter informing them of transition plan calendar and events such as physicals, drug screens, TB tests; guard license requirements; new special functions posts (Communications Control, Property/Supply, ACA); and inter-company transfers.							
2	2-3	Post Special Functions and Transportation Officer position descriptions on Union/Company bulletin boards; post Transport Officer position descriptions if necessary.							
2	2-12	Commence collection of incumbent guard license copies, CDL copies; prepare transfer paperwork for guard license registration to GPS/Subcontractor accounts; collect food handler permits; prepare contractor employee credentials							
2	2-13	Commence revision of Policies & Procedures Manual (Employee Handbook)							
3	3-1	Order radios, firearms, ammunition, non-lethal weapons, DCT/Riot gear, duty gear, and training equipment							
3	3-2	Order Escort Shuttle carts; Trinity order Food Service							



MSC	Task	Task Descriptions (Week 1) 9/30/15 to 10/6/15	Date: 9/30/15 to 10/6/15						
			W	R	F	S	S	M	T
			30	1	2	3	4	5	6
		Truck and Food Carts; miscellaneous Food Service equipment							
3	3-3	Order computers; office equipment and supplies; furnishings (desks, chairs, training tables)							
3	3-4	Distribute Uniform Sizing Form to all incumbent staff (with Staff Letter)							
5	5-1	Commence development of “30 day” deliverables (see Para 7.8.2.5 above)							
7	7-1	Recruitment and selection of qualified commissary personnel							
7	7-2	Discuss transition plan Team GPS/COR							
7	7-3	Walk through facility; identify designated area for trash/cardboard removal							
8	8-1	Meet with Team GPS/COR and outgoing contractor to discuss the transition schedule							
8	8-2	Place recruitment advertisements in local newspapers, periodicals and in JOBAPP. Determine availability of incumbent contractor employees for transfer to new contract. Provide incumbents with new hire transition package.							
8	8-3	Interview Management candidates. Make offer. Submit eQip package to GPS/COR							
8	8-4	Determine uniform sizing and order uniforms							
8	8-5	Procure all necessary licenses and permits. Check for any Federal, State, and County and City requirements.							
1A	9-1	Notify DIMES Vendor of Contract Award							

### Transition Week 2

MSC	Task	Task Descriptions (Week 2) 10/07/15 to 10/13/15 Note: 10/12/15 is Columbus Day Holiday	Date: 10/07/15 to 10/13/15						
			W	R	F	S	S	M	T
			7	8	9	10	11	12	13
1	1-7	Hold daily Transition Meeting							
1	1-8	Hold weekly Transition Meeting with COR							
2	2-4	Finalize Key Personnel Resumes and Position Descriptions; submit to COR							
2	2-5	Submit Key Personnel Suitability Packages (if not already cleared); submit Key Personnel e-QIP packages on any “newly hired” Key Personnel.							
2	2-6	Review applications from existing staff for Special Functions positions and Transport Officer positions; select candidates.							
2	2-7	Notify selected applicants for Special Functions; order non-detention uniforms							
2	2-8	If applicable, finalize Lay Off List; notify affected employees by letter							
2	2-9	If necessary, notify TWC/VA of job requirements/ qualifications required and number of positions available; provide TWC/VA with job description, pay and benefits. Request Job Fair at local TWC/VA							

MSC	Task	Task Descriptions (Week 2) 10/07/15 to 10/13/15 Note: 10/12/15 is Columbus Day Holiday	Date: 10/07/15 to 10/13/15						
			W	R	F	S	S	M	T
			7	8	9	10	11	12	13
		offices, if necessary. Place internet and print media ads for applicants.							
2	2-12	Continue to collect incumbent guard license copies, CDL copies; prepare transfer paperwork for guard license registration to GPS/Subcontractor accounts; collect food handler permits; prepare contractor employee credentials							
2	2-13	Continue revision of Policies & Procedures Manual (Employee Handbook)							
2	2-17	Publish schedule for incumbent employees and new hires for physicals, drug screens, TB tests							
2	2-18	Incumbent employees and new hires commence physicals, drug screens, TB tests							
3	3-5	Compile staff uniform sizing spreadsheet (new hires and incumbents); order employee uniforms							
5	5-1	Continue development of “30 day” deliverables (see Para 7.8.2.5 above)							
7	7-4	Submit eQip packages for Commissary Staff to GPS for further submission to COR							
7	7-5	Order necessary computer equipment and peripherals; order lobby kiosks							
7	7-6	Finalize stock items with COR approval							
8	8-6	Arrange for health cards and drug tests for each employee as required by the facility or the local health authorities.							
8	8-7	Determine the primary vendors for: Food items, paper supplies, cleaning supplies; supply a copy of the purchasing specifications along with any special needs.							
8	8-8	Discuss procedures for GFE repair and maintenance with Team GPS/COR; vendor contact info, request forms; etc.							
8	8-9	Notify Dietician of menu requirements and due dates to provide at 45 day point							
8	8-10	Call the Trinity training director to arrange for new employee orientation and training.							
8	8-11	Call Team GPS Training Officer to arrange for new employee orientation to satisfy state and contractual obligations.							
8	8-12	Call the Cleaning supply representative to schedule a walk--thru of the facility to determine product and dispenser needs.							
8	8-13	Order computer hardware.							
8	8-14	Order computer software.							
8	8-15	Order all required administrative forms.							
8	8-16	Order all manuals etc. from Trinity Corporate Office							
8	8-17	Introduce the Manager to the institution.							
8	8-18	Order any equipment as outlined in the proposal.							
1A	9-2	Meet with vendor and COR on site to discuss installation of DIMES							



*Transition Week 3*

MSC	Task	Task Descriptions (Week 3) 10/14/15 to 10/20/15	Date: 10/14/15 to 10/20/15						
			W	R	F	S	S	M	T
			14	15	16	17	18	19	20
1	1-7	Hold daily Transition Meeting							
1	1-8	Hold weekly Transition Meeting with COR							
2	2-10	If necessary, interview applicants at Job Fairs identified through TWC/VA. Select candidates							
2	2-11	If new hires required, conduct pre-employment background checks for selected applicants							
2	2-12	Continue to collect incumbent guard license copies, CDL copies; prepare transfer paperwork for guard license registration to GPS/Subcontractor accounts; collect food handler permits; prepare contractor employee credentials							
2	2-13	Continue revision of Policies & Procedures Manual (Employee Handbook)							
2	2-14	If necessary, prepare e-QIP packages for prospective new hires for special functions positions; provide to COR							
2	2-15	Order/Print new Policies & Procedures Manual (employee handbook)							
2	2-16	Monitor new hire candidates for e-QIP notifications/Clearance Status							
2	2-18	Incumbent employees and new hires continue to complete physicals, drug screens, TB tests							
3	3-5	Continue to compile staff uniform sizing spreadsheet (new hires and incumbents); order employee uniforms							
3	3-6	Take delivery of firearms, ammunition, non-lethal weapons; inspect, test fire and prepare serial number list for delivery to COR; provide certification of dealer inspection.							
5	5-1	Continue development of “30 day” deliverables (see Para 7.8.2.5 above)							
5	5-2	Commence development of “45 day” deliverables (see Para 7.8.2.5 above)							
7	7-7	Final determination of commissary product vendors; final determination of paper/office supply vendor(s); order MyCarePack marketing materials (if utilized); continue interface development							
7	7-8	Prepare training materials/policy and procedure manual							
8	8-19	Finalize the opening team travel arrangements.							
8	8-20	Refine specific job descriptions for Trinity staff.							
8	8-21	Develop specific cleaning schedules for institution.							
8	8-22	Prepare specific work schedules for Trinity staff.							
8	8-23	Order necessary office equipment and supplies.							
8	8-24	Contact the institution Medical Director for a current list of diets to ensure all necessary recipes etc. are available.							
8	8-25	Contact the institution chaplain for a list of all religious diets.							

MSC	Task	Task Descriptions (Week 3) 10/14/15 to 10/20/15	Date: 10/14/15 to 10/20/15						
			W	R	F	S	S	M	T
			14	15	16	17	18	19	20
8	8-26	Order a phone card for the unit management.							
8	8-27	Establish our “back-up” production staff from a pool of experienced and seasoned Trinity employees.							
8	8-28	Establish the schedule for ordering and receiving of food supplies. Coordinate with COR and incumbent contractor							
8	8-29	Review specific security, safety and institutional policies which will need to be conveyed to our permanent and opening team members.							
8	8-30	Submit form to get vendor number for FS manager							
1A	9-3	Commence or continue installation of DIMES							

#### Transition Week 4

MSC	Task	Task Descriptions (Week 4) 10/21/15 to 10/27/15	Date: 10/21/15 to 10/27/15						
			W	R	F	S	S	M	T
			21	22	23	24	25	26	27
1	1-7	Hold daily Transition Meeting							
1	1-8	Hold weekly Transition Meeting with COR							
2	2-12	Continue to collect incumbent guard license copies, CDL copies; prepare transfer paperwork for guard license registration to GPS/Subcontractor accounts; collect food handler permits; prepare contractor employee credentials							
2	2-13	Continue revision of Policies & Procedures Manual (Employee Handbook)							
2	2-16	Continue to monitor new hire candidates for e-QIP notifications/Clearance Status							
2	2-18	Incumbent employees and new hires continue to complete physicals, drug screens, TB tests							
4	4-1	Provide COR with Training Director/Training Officer Certifications							
4	4-2	Provide COR with Transition Training Plan							
4	4-3	Provide COR with Training Site location, type of training, date and time of training (update for changes)							
5	5-1	Continue development of “30 day” deliverables (see Para 7.8.2.5 above)							
5	5-2	Continue development of “45 day” deliverables (see Para 7.8.2.5 above)							
7	7-9	Meet with Team GPS Training Officer to arrange for new employee orientation to satisfy contractual obligations							
7	7-10	Finalize staffing charts and work schedules for Trinity associates							
7	7-11	Finalize any dietary/medical or other commissary restrictions with medical staff and liaison(s)							
8	8-31	Finalize Menus							
8	8-32	Confirm serving times for detainees and staff							
1A	9-3	Commence or continue installation of DIMES							



*Transition Week 5*

MSC	Task	Task Descriptions (Week 5) 10/28/15 to 11/03/15	Date: 10/28/15 to 11/03/15						
			W	R	F	S	S	M	T
			28	29	30	31	1	2	3
1	1-7	Hold daily Transition Meeting							
1	1-8	Hold weekly Transition Meeting with COR							
2	2-12	Continue to collect incumbent guard license copies, CDL copies; prepare transfer paperwork for guard license registration to GPS/Subcontractor accounts; collect food handler permits; prepare contractor employee credentials							
2	2-16	Monitor new hire candidates for e-QIP notifications/Clearance Status							
2	2-18	Incumbent employees and new hires continue to complete physicals, drug screens, TB tests							
2	2-20	Provide copy of Policies & Procedures Manual (employee handbook) to COR							
4	4-4	Conduct new hire Manager Basic Training (job functions) (40 hours) for newly hired staff	8	8	8			8	8
5	5-1	Provide all “30 day” Deliverables to COR							
5	5-2	Continue development of “45 day” deliverables (see Para 7.8.2.5 above)							
5	5-3	Commence development of “60 day” deliverables (see Para 7.8.2.5 above)							
7	7-12	Order petty cash or purchasing card for commissary manager							
7	7-13	Order vendor number for commissary services							
7	7-14	Continue interface development, initial testing of commissary software and systems							
8	8-33	Prepare opening orders and discuss any areas of concern with all pertinent vendors.							
8	8-34	Establish preliminary production record forecasts, develop the appropriate production schedule and complete Prep and Pull sheets for opening week.							
8	8-35	Review detainee volunteer worker requirements and current detainee work schedules at the institution.							
1A	9-3	Commence or continue installation of DIMES							

*Transition Week 6*

MSC	Task	Task Descriptions (Week 6) 11/04/15 to 11/10/15	Date: 11/04/15 to 11/10/15						
			W	R	F	S	S	M	T
			4	5	6	7	8	9	10
1	1-7	Hold daily Transition Meeting							
1	1-8	Hold weekly Transition Meeting with COR							
2	2-12	Continue to collect incumbent guard license copies, CDL copies; prepare transfer paperwork for guard license registration to GPS/Subcontractor accounts; collect food handler permits; prepare contractor employee credentials							
2	2-19	If necessary, and upon receipt of favorable Suitability Determination, issue conditional offers of employment							

MSC	Task	Task Descriptions (Week 6) 11/04/15 to 11/10/15	Date: 11/04/15 to 11/10/15						
			W	R	F	S	S	M	T
			4	5	6	7	8	9	10
		to cleared candidates and E-Verify; provide training schedule; order uniforms							
4	4-5	Conduct ACA Class (40 hours) for all newly hired staff (16 hours) for newly hired staff with infrequent contact with detainees	8	8	8			8	8
4	4-7	Conduct Firearms Transition Training and Qualification for incumbent officers – 8 hours with new firearm;							
5	5-2	Continue development of “45 day” deliverables (see Para 7.8.2.5 above)							
5	5-3	Continue development of “60 day” deliverables (see Para 7.8.2.5 above)							
7	7-15	Finalize Commissary software interface – testing Order Trinity personnel uniforms Finalize detainee worker list Review paperwork/accounting/billing requirements Print commissary menus/order scan forms							
7	7-16	Arrange travel for Commissary opening team							
7	7-17	Site-specific Commissary staff training (i.e. policies/procedures)							
8	8-36	Create a current unit level, PBSO, table of organization to familiarize all Trinity staff with institution chain of command.							
8	8-37	Prepare for the opening team a “Summary of Contractual Obligations”, to help familiarize our staff with unit level operations.							
8	8-38	Arrange for new telephone/fax lines if necessary. Assess institutions current system for adequacy.							
8	8-39	Determine which employees need Serve-Safe Training							
8	8-40	Develop meal count sheets and billing sheets							
8	8-41	Order Red and Green Buckets							
1A	9-3	Commence or continue installation of DIMES							

### Transition Week 7

MSC	Task	Task Description (Week 7) 11/11/15 to 11/17/15 Note: 11/11/15 is Veteran's Day	Date: 11/11/15 to 11/17/15						
			W	R	F	S	S	M	T
			11	12	13	14	15	16	17
1	1-7	Hold daily Transition Meeting							
1	1-8	Hold weekly Transition Meeting with COR							
2	2-12	Continue to collect incumbent guard license copies, CDL copies; prepare transfer paperwork for guard license registration to GPS/Subcontractor accounts; collect food handler permits; prepare contractor employee credentials							
3	3-7	Take delivery of/and inventory radios, additional DCT/Riot gear, duty gear, and training equipment							
3	3-9	Take Delivery and Distribute staff uniforms and duty gear							
4	4-6	If applicable; conduct Initial Training (67 hours) for		8	8	8	8	8	



MSC	Task	Task Description (Week 7) 11/11/15 to 11/17/15 Note: 11/11/15 is Veteran's Day	Date: 11/11/15 to 11/17/15						
			W	R	F	S	S	M	T
			11	12	13	14	15	16	17
		newly hired Detention Staff							
4	4-7	Continue Firearms Transition Training and Qualification for incumbent officers – 8 hours with new firearm;							
5	5-2	Deliver all “45 day” deliverables to COR (see Para 7.8.2.5 above)							
5	5-3	Continue development of “60 day” deliverables (see Para 7.8.2.5 above)							
7	7-18	Place initial product orders							
7	7-19	Place office supply orders							
7	7-20	Finalize commissary operating manual							
7	7-21	Arrange for “dry run” of product receiving; delivery to detainees							
7	7-22	Opening/transition team on-site to oversee all transition functions and operations Install Trinity computer equipment and peripherals Interface implementation							
8	8-42	Discuss emergency medical treatment protocols with medical department/COR. Procure necessary first aid supplies.							
8	8-43	All newly hired unit personnel report for 40 hour training and orientation.							
8	8-44	Issue uniforms to employees							
8	8-45	Establish tool control and key control systems.							
8	8-46	Arrange to have equipment sales/service representatives present to provide training on any new or existing equipment.							
8	8-47	Refine emergency contingency plans. Review with institution staff. Submit to COR at 30 day point.							
8	8-48	Develop product delivery contingency plans.							
8	8-49	Place all opening orders. Confirm product availability through vendor representatives.							
8	8-50	Confirm product delivery dates. Coordinate with incumbent contractor							
8	8-51	Develop Billing Summary sheets and invoice procedure--review with client							
1A	9-3	Commence or continue installation of DIMES							

### Transition Week 8

MSC	Task	Task Description (Week 8) 11/18/15 to 11/24/15	Date: 11/18/15 to 11/24/15						
			W	R	F	S	S	M	T
			18	19	20	21	22	23	24
1	1-7	Hold daily Transition Meeting							
1	1-8	Hold weekly Transition Meeting with COR							
2	2-12	Continue to collect incumbent guard license copies, CDL copies; prepare transfer paperwork for guard license registration to GPS/Subcontractor accounts; collect food handler permits; prepare contractor employee credentials							

MSC	Task	Task Description (Week 8) 11/18/15 to 11/24/15	Date: 11/18/15 to 11/24/15						
			W	R	F	S	S	M	T
			18	19	20	21	22	23	24
2	2-25	Prepare initial employee work schedules							
2	2-26	Prepare final personnel records; file applications, suitability forms, Code of Conduct/Removal from Duty forms; Physicals, TB and Drug Test results; and Training Completion Certificates							
3	3-8	Take delivery of Escort Shuttle carts; Food Service equipment							
3	3-9	Continue to distribute staff uniforms and duty gear							
3	3-10	Deliver transportation vehicles; arrange COR inspection							
4	4-6	If applicable; continue Initial Training (67 hours) for newly hired Detention Staff		8	8	8	3		
4	4-7	Continue Firearms Transition Training and Qualification for incumbent officers – 8 hours with new firearm;							
5	5-3	Continue development of “60 day” deliverables (see Para 7.8.2.5 above)							
7	7-23	Receive products and organize commissary stockroom (off site if space not available onsite)							
7	7-24	Implement MyCarePack (if utilized)							
8	8-52	Arrange for pre--opening cleaning (if necessary).							
8	8-53	Arrange for opening team to be on location at least 4 days prior to opening.							
8	8-54	Finalize inventory book/ordering system. Set up menu management system.							
8	8-55	Make final review of work schedule to ensure adequate coverage.							
8	8-56	Review equipment with incumbent institution staff.							
8	8-57	Review first week’s menu with institution staff.							
8	8-58	Adjust production forecasts as necessary. Print recipes and production records for 1 <sup>st</sup> week							
8	8-59	All unit personnel report for Trinity orientation and training.							
8	8-60	Prepare the units filing system complete with files full of forms and other necessary documentation.							
1A	9-3	Commence or continue installation of DIMES							

### Transition Week 9

MSC	Task	Task Description (Week 9) 11/25/15 to 11/28/15 Note: 11/26/15 is Thanksgiving Day	Date: 11/25/15 to 11/28/15						
			W	R	F	S	S	M	T
			25	26	27	28	29	30	1
1	1-7	Hold daily Transition Meeting							
1	1-8	Hold final Transition Meeting with COR							
2	2-21	Issue contractor credentials and arrange for ICE issuance of ICE credentials to newly hired staff							
2	2-22	Provide COR with certification of completion letter for staff physicals, drug screens, TB tests; provide copies of documents if requested by COR							
2	2-23	Provide COR with certification letter for employee							



MSC	Task	Task Description (Week 9) 11/25/15 to 11/28/15 Note: 11/26/15 is Thanksgiving Day	Date: 11/25/15 to 11/28/15						
			W	R	F	S	S	M	T
			25	26	27	28	29	30	1
		guard licenses, CDLs and food handler permits; provide copies if requested by COR							
2	2-24	Provide COR with copies of insurance documents							
2	2-25	Publish initial employee work schedules							
2	2-26	Prepare final personnel records; file applications, suitability forms, Code of Conduct/Removal from Duty forms; Physicals, TB and Drug Test results; and Training Completion Certificates							
2	2-27	Distribute Policies & Procedures Manual (employee handbook) to all Staff							
3	3-9	Provide COR with Uniform Issue Certification Letter							
3	3-11	Take delivery of computers, office equipment and supplies, furnishings; set up office/training facility equipment/furnishings; computer software configuration							
4	4-6	If applicable; continue Initial Training (83 hours) for newly hired Detention Staff	3						
4	4-8	If applicable, conduct Firearms/Non-Lethal Weapons Training for newly hired armed detention, Airport/IAO and transportation positions (24 hours)			12	12			
4	4-13	Provide COR with training completion certification letter for Firearms/Non-Lethal Weapons Training (provide trainee name, course, hours, dates)							
4	4-14	Provide COR with Annual Training Plan							
4	4-15	Provide COR with Monthly Training Forecast for first month of performance							
4	4-18	Coordinate dates for DCT training with COR (during performance)							
5	5-3	Deliver all “60 day” deliverables to COR (see Para 7.8.2.5 above)							
6	6-1	Submit insurance documentation to COR							
8	8-61	Receive opening orders.							
8	8-62	Arrange a “dry run” for delivery vehicles to points of service.							
8	8-63	Conduct equipment and small wares inventory with client							
1A	9-4	Test DIMES							
All	All	<b>Review all Task Items for status; review all deliverable requirements to ensure completion and timely submission</b>							

**Contract Start Week 1**

MSC	Task	Task Description (Week 1 of New Contract) 11/29/15 to 12/05/15	Date: 11/29/15 to 12/05/15						
			S	M	T	W	R	F	S
			29	30	1	2	3	4	5
1	1-7	Hold daily Transition Meeting							
1	1-8	Hold weekly Transition Meeting with COR							
3	3-11	Continue set up office/training facility equipment/furnishings; computer software							

MSC	Task	Task Description (Week 1 of New Contract) 11/29/15 to 12/05/15	Date: 11/29/15 to 12/05/15						
			S	M	T	W	R	F	S
			29	30	1	2	3	4	5
		configuration							
3	3-11	Set up offices provided by Government in the facility							
4	4-9	If applicable, commence 40 hour OJT for incumbent and newly hired detention officer staff selected for armed detention, Airport/IAO and transportation positions.		8	8	8	8	8	
4	4-10	Conduct 40 hour OJT for incumbent detention officer staff selected for Communications Control and Property/Supply and ACA positions (Special Functions Group). (See note)		8	8	8	8	8	
		Note: Item 4-10 above. RFP Q&A #238 Amendment 8 stated that OJT for Control Center Operators would not interfere with operations during transition; however, GPS is conducting OJT for Control Center Operations during first week of performance as these staff will be hired from existing Detention Staff and thus be unavailable during transition due to regular post duties performed for the incumbent contractor. If no existing staff take these positions, then OJT for Control Center Operators will be held during week 8 of transition.							
4	4-11	Conduct 40 hour OJT for newly hired food service staff and incumbents as necessary.		8	8	8	8	8	
4	4-12	Commence 80 hour OJT for all newly hired Detention Staff		8	8	8	8	8	
4	4-16	Conduct 40 hour OJT Contract PWS, CBA and Human Resources Policy training for incumbent Managers/Supervisors.		8	8	8	8	8	
4	4-13	Provide COR with training completion certification letter (provide trainee name, course, hours, dates)							
4	4-18	DCT training		8	8	8	8	8	

**Contract Start Week 2**

MSC	Task	Task Description (Week 2 of New Contract) 12/06/15 to 12/12/15	Date: 12/06/15 to 12/12/15						
			S	M	T	W	R	F	S
			6	7	8	9	10	11	12
1	1-7	Hold daily Transition Meeting							
4	4-12	Continue OJT* Class for all newly hired Detention Staff (80 hours); provide COR with training certificates.		8	8	8	8	8	
4	4-17	Conduct 40 hour OJT* for new hired supervisors (promoted from within organization)		8	8	8	8	8	
4	4-13	Provide COR with training completion certification letter (provide trainee name, course, hours, dates)							
1	1-8	Hold final Transition Meeting with COR							



## 7.10 SCHEDULE FOR CERTIFYING AND TRAINING COMPANY PERSONNEL

We discuss types of Training for company personnel in Section 5.16 of this document and provide a schedule for training in Milestone 4 (Section 7.8.2.4) as well as in the Calendar of Events (Section 7.10) of this document.

## 7.11 IDENTIFICATION OF PHASE-IN/TRANSITION RISK AREAS

In addition to calling attention to numerous risks and mitigation strategies throughout Section 7 of this document, the following Exhibit represents our internal assessment of identified proposal and implementation capability risks in terms of impact severity on performance, schedule, and cost. Our risk mitigation strategy is identified, as well as the final resulting risk rating. Due to our extensive experience, careful planning, and astute execution of milestones associated with the EPSPC transition, we have rated this transition “LOW RISK.”

**Exhibit 42: Proposal and Implementation Capability Risks**

Transition Risk	Risk Rating	Risk Abatement Strategy	Mitigation Results
<b>1. Inability to meet transition schedule</b>	High	<ul style="list-style-type: none"> <li>A well-defined transition plan, based on our team’s prior success in seven ICE facility transitions</li> <li>A dedicated Transition/Phase-In Manager who will communicate transition progress daily to team and COR</li> <li>Assignment of highly experienced transition team members supported by key on-site management personnel</li> <li>Availability of contract compliant basic/OJT training program and ICE-approved training instructors</li> <li>Extensive library of existing and proven emergency plans, policies and procedures, and post orders that are approved by ICE and in use at other DHS-ICE facilities</li> </ul>	Low
<b>2. Lack of qualified managers, Supervisors, or Officers</b>	High	<ul style="list-style-type: none"> <li>We calculate that more than sufficient staff are available at EPSPC to fill all staff positions.</li> <li>We have a time tested employee pipeline established to quickly recruit for newly established positions.</li> <li>Manager training program</li> <li>Supervisor and Officer Certification training (OJT) program based on proprietary Personnel Qualification Standards based on PBND/ACA.</li> <li><i>We have recruited a Project Manager who transitioned ECSPC in 30 days. We have also recruited the current EPSPC Food Service Manager.</i></li> </ul>	Low
<b>3. Inability to source or maintain quality equipment, products or services</b>	High	<ul style="list-style-type: none"> <li>Use of nationally recognized uniform/duty equipment vendors with whom we have long established relationships and more than sufficient credit lines</li> <li>Managers continually evaluate suppliers and vendor performance, maintain vendor database, &amp; use proven purchasing processes</li> <li>Transition Managers provided with corporate credit cards for local and emergency purchases</li> <li>Quality evaluations through receiving inspections, internal</li> </ul>	Low

Transition Risk	Risk Rating	Risk Abatement Strategy	Mitigation Results
		audits, surveillance, functional testing, past performance, and review of supplier technical and quality history <ul style="list-style-type: none"> <li>Database of screened local-area vendors with pre-approved lines of credit and on-hand equipment available to bolster our inventory as needed</li> <li>Required vehicles are already acquired and ready to deploy on Day 1 of performance.</li> <li>Comprehensive Fleet Maintenance Management Program overseen by corporate Fleet Manager</li> </ul>	
<b>4. Inability to implement food service operations and cashless mobile commissary</b>	High	<ul style="list-style-type: none"> <li>Use of subcontractor Trinity Services Group who has 40 years industry experience; who provides 20,000,000 meals per day for detainees/detainees nationwide; and who provides cashless commissary systems, both mobile and stationary, to corrections and detention facilities nationwide</li> </ul>	Low

**Analysis of Implementation Risks.** Our assessment identifies risks and establishes abatement strategies to mitigate potential impacts.

In the past 14 calendar years, Team GPS management team has simultaneously performed as the Prime or Subcontractor on five different DHS-ICE detention contracts. In these endeavors, we have worked closely with the Government to provide top notch service with every consideration given to Government budget concerns.



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## **8. Factor 1: Subfactor 4 - STAFFING PLAN**

This section provides the Team GPS Staffing Plan for EPSPC, Detention, Transportation, Food and Commissary services.

### **8.1 STAFFING APPROACH**

Our staffing management plan encompasses recruiting, screening, suitability processing, medical evaluation, training, and continuous evaluation of performance from probationary status through termination of employment/contract end. EPSPC requires a mix of managers, Supervisors, detention and transportation, and food service staff with appropriate education, experience, physical fitness and credentials in order to successfully orchestrate operations on a daily basis.

#### **8.1.1 Recruiting**

Team GPS will employ an on-site Human Resources Manager (who will be supported by GPS corporate staff) to maintain the required skill mix necessary for operations. We have formed working partnerships with the Veteran's Administration/local Military Transition Offices, professional industry groups such as ACA, and State Workforce Agencies such as Texas Workforce Commission (TWC) to provide suitable pre-screened recruits for employment at EPSPC. These agencies conduct the first level of qualifications research and produce candidates that meet all basic requirements; thus saving time and resources in recruiting replacement staff. We also utilize "Monster<sup>TM</sup>" and various other internet search engines to provide candidates for Key Personnel positions as well as hiring from within the organization as discussed in Section 7.1 of this document.

Recruits are subjected to personal interviews by managerial staff to assess their comportment, demeanor, qualifications and professional knowledge.

As changes to staffing requirements occur, we adjust our recruiting instructions with the various agencies listed above to provide candidates for new positions. Team GPS is constantly in "recruiting mode" to ensure staffing is maintained to required levels for optimum performance.

##### **8.1.1.1 Background Screening**

Team GPS utilizes a nationally recognized pre-employment background screening firm to conduct research on each employee hired. Our vendor provides services to thousands of companies including Fortune 500 firms. Screening consists of a state and national criminal records check, credit check and Motor Vehicle Records check. We follow this with a reference/verification check of previous employers. In addition, for Transportation Officers, we request the driver records from the state from which the employee's license is issued in accordance with USDOT policy. Furthermore, we verify the driver's employment history with previous transportation companies per USDOT and Federal Motor Carrier regulations.

We also utilize the federal E-Verify program to verify applicant's right to work in the United States.

##### **8.1.1.2 Suitability Processing**

Our team, through performance on numerous federal contracts is fully aware of our responsibility and the administrative process for the conduct of background investigations. Our Project Manager and administrative staff personally oversee the clearance process to ensure all



documentation presented to the COR is complete. We further track e-QIP initiations to ensure the applicant has responded within 10 days of notification to avoid rejection of the application. Once the 85P has been completed online, our Project Manager forwards a signed copy along with signed e-QIP signature forms/Release of Information/Release of Medical Information, FD 258 fingerprint charts (2 charts) to the COR for further processing by the Security Department. We also attach the Foreign National Relatives Statement, DHS-11000-9 (credit information release authorization), and Optional Form 306 “Declaration for Federal Employment.” Within 21 days of submission of suitability package to the COR, we provide drug screening results.

#### **8.1.1.3 Medical Evaluation**

Physicals/Drug Screen/TB Testing: Once a candidate has received their EOD, we provide the COR with evidence of their physical exams, drug screen, and TB Test as well as other contract-specific documentation; and then order the employee to training. Medical evaluations and TB tests are conducted by U.S. Licensed Physician approved by the COR. Drug screening is conducted at a COR approved lab.

### **8.1.2 Training**

Our corporate management and training staff has vast experience in teaching the various topics included in the syllabi for Basic and On the Job training, having devised and executed nearly identical training requirements for over 60 aggregate years at PIDC, VFDF, ECSPC, FSPC, and BFDF. The effectiveness of our training programs is illustrated in the exceptional ACA/PBNDs inspection scores achieved throughout our tenure at the above facilities. (Section 5, Factor 1: Subfactor 1 paragraph 5.16 specific Training information.)

### **8.1.3 Continuous Evaluation, Mentoring, Career Development, Discipline, Incentives, Retention**

Team GPS provides continuous evaluation, mentoring, career development opportunities, and incentives to its staff to provide and retain a highly professional detention center staff for EPSPC.

#### **8.1.3.1 Evaluation**

Team GPS continuously observes staff performance at all staffing levels from Management to Supervisors to Officers and Support Staff. Evaluation is documented in regularly scheduled and unscheduled QC inspections, manager and Supervisor inspections, and written performance evaluations of each staff member on an annual basis.

#### **8.1.3.2 Mentoring**

Probationary employees are provided with a “mentor” staff member and a written evaluation is prepared each month of their probationary period. Mentoring is a continuous process after probation as well from the Project Manager down to the newest employee, and our upper level managers are in a perpetual training mode with their subordinates.

#### **8.1.3.3 Career Development**

One factor that differentiates Team GPS from its competitors is our proprietary Personnel Qualifications Standards Program, whereby an individual is guided in their professional development by completion of standardized tasks to qualify for an upper level position. We “promote from within” almost 100% of the time and we require in house selection panels to



justify their selections to Corporate Human Resources managers in order to ensure no discrimination exists. We also provide ACA memberships to our management staff which offers continuing education and keeps our team abreast of standards.

Team GPS is able to offer detainees viable job training and work experience in institutional food service and laundry service when applicable and upon approval from the Contracting Office.

#### 8.1.3.4 Discipline

Our continuous evaluation process also includes a progressive disciplinary system geared to recognize and reward positive performance and “correct” performance/behavior issues rather than to punish such. Team GPS monitors employee discipline at the Corporate Human Resources Management level to ensure fair standards are practiced in disciplinary decisions and that employee grievances are addressed promptly and resolved at the lowest level.

Our philosophy of discipline is to:

- Ensure the employee is aware they have done something contrary to the “rules” (File Note).
- Ensure the employee is instructed in proper conduct/procedures (Counseling Form)
- If misconduct or poor performance is continued, warn of consequences (Warning Letter)
- Discipline if employee does not respond to warning. (Suspension/Termination)

Our discipline forms and their uses are listed below:

Title	Purpose	Employee File
Administrative File Note Human Resources Form 100	File notes are submitted by Supervisors to document minor infractions of company policies, they are also submitted to document performance excellence.	Section 3
Record of Counseling Human Resources Form 101	Records of Counseling are submitted to document sub-standard performance of duties for which verbal counseling is performed. Employees are required to sign these records. Supervisors document poor performance and poor attendance/ punctuality on this form.	Section 3
Warning Letter Human Resources Form 102	Warning letters are issued to notify employees that their next violation may result in discipline. For serious offenses, employees are warned immediately. For minor discrepancies, a Record of Counseling is used. Receipt of more than one counseling record results in a warning letter.	Section 3
Record of Disciplinary Action Human Resources Form 103	This form is used to document discipline administered to employees.	Section 3
Performance Evaluation – Officer Human Resources Form 104	Performance evaluations are prepared by Supervisors for each guard force employee annually in the last month of the contract period..	Section 3
Performance Evaluation – Supervisor/Manager Human Resources Form 105	The Project Manager prepares subordinate managers performance evaluations annually in the last month of the contract period; subordinate managers prepare Supervisor performance evaluations.	Section 3
Employee	Supervisors prepare this form to document any absence and all tardiness.	Section 3





Title	Purpose	Employee File
Absence/Tardy Report Human Resources Form 106		

**8.1.3.4.1. Performance Evaluations**

Team GPS documents performance and provides counseling to staff on negative issues as well as positive traits. The Exhibits on the following pages illustrate our Manager/Supervisor and Officer Annual Performance Evaluation forms:

**Exhibit 43: Manager/Supervisor Annual Performance Evaluation**

MANAGER/SUPERVISOR PERFORMANCE EVALUATION		
<b>INSTRUCTIONS FOR USE:</b> This Report is prepared annually in the last month of the contract period, or as otherwise directed by the Company. Special Reports may be required/submitted to document substandard or meritorious performance or in conjunction with an application for promotion. The Immediate Supervisor (I.S.) shall complete sections A through C below and sign the report. The report will then be forwarded to the next senior in the chain of command for review and completion of sections A, D & E. After review, the evaluation will be returned to the Employee for signature and then filed in the Personnel Record. If the employee desires to make a statement regarding the evaluation, it shall be submitted within 10 days of the employee's signature date in order to be filed.		
<b>Date of Report</b>		
<b>Employee's Name/Number</b>		
<b>Employee's Position</b>		
Rating Scores:		
<b>1=Below Standards</b>	Presents less than professional appearance; expresses negativism; not fully aware of job requirements; does not always perform as expected. Writing skills need improvement. Absences are not planned, and justification for absence at times is lacking. Work at times is conducted without safety in mind. At times led by subordinates and late to achieve objectives/tasks. Displays disinterest in subordinate development. At times fails to comply with directives, or complains about directives.	
<b>2=Meets Standards</b>	Presents a professional appearance and displays positive demeanor; exhibits understanding of job and performs as expected. Writing skill is sufficient for position. Absences are planned or justified. Conducts all work in safe manner. Manages and leads subordinates to achieve Team Goals. Provides training and mentoring to subordinates. Complies with directives.	
<b>3=Exceeds Standards</b>	Sets the example for professional appearance; always positive in front of subordinates; keen job awareness and performance. Writing skills exceed peers. Absences planned or completely justified. Practices "safety first". Challenges and inspires subordinates to excel and achieves goals ahead of expectations. Constantly managing, leading and mentoring subordinates. Complies with directives without complaint.	
<b>A. Performance Element (Grade 1, 2, or 3)</b>	<b>Immediate Supervisor Rating</b>	<b>PM or OPS Final Rating</b>
Appearance		
Conduct/Attitude		
Job Knowledge		
Job Performance		
Writing Skills		
Attendance		
Punctuality		
Safety Awareness		
Cooperativeness		
Leadership Ability		
Team Management Skills		
Organizational Skills		
Training/Mentoring Skills		





MANAGER/SUPERVISOR PERFORMANCE EVALUATION		
<b>Problem Solving Ability</b>		
<b>Total Overall Score (Max=42)</b>		
<b>B. Significant contributions or recognition received during reporting period:</b>		
<b>C. Immediate Supervisor Comments: (Continue on attached page if necessary)</b>		
<b>I.S. Signature</b>		<b>Date:</b>
<b>D. PM/OPS COMMENTS: (Continue on attached page if necessary)</b>		
<b>PM/OPS Signature</b>		<b>Date:</b>
<b>E. OPS comments (for Project Manager Report): (Continue on attached page if necessary)</b>		
<b>OPS Signature</b>		<b>Date:</b>
<b>EMPLOYEE'S ACKNOWLEDGEMENT OF EVALUATION</b> (Note: Signature on evaluation is required; however the signature does not indicate the Officer's agreement with the evaluation, only the Officer's awareness of the evaluation.)  <b>I hereby acknowledge that I have reviewed this evaluation and have had an opportunity to discuss it with the evaluator and reviewing Officers.</b>  <b>I _____ DESIRE _____ DO NOT DESIRE</b> to submit a statement concerning this evaluation and I understand I have 10 days from the date of my signature to do so.		
<b>Employee Comments: (Continue on attached page if necessary)</b>		
<b>Employee Signature</b>		<b>Date:</b>

### Exhibit 44: Employee Annual Performance Evaluation

EMPLOYEE PERFORMANCE EVALUATION		
<p><b>INSTRUCTIONS FOR USE:</b> This Report is prepared annually in the last month of the contract period, or as otherwise directed by the Company. Special Reports may be required/submitted to document substandard or meritorious performance or in conjunction with an application for promotion. The Immediate Supervisor (I.S.) shall complete sections A through C below and sign the report. The report will then be forwarded to the next senior in the chain of command for review and completion of sections A, D &amp; E. After review, the evaluation will be returned to the Employee for signature and then filed in the Personnel Record. If the employee desires to make a statement regarding the evaluation, it shall be submitted within 10 days of the employee's signature date in order to be filed.</p>		
<b>Date of Report</b>		
<b>Employee's Name/Number</b>		
<b>Employee's Position</b>		
Rating Scores:		
<b>1=Below Standards</b>	Presents less than professional appearance; expresses negativism; not fully aware of job requirements; does not always perform as expected. Writing skills need improvement. Absences are not planned, and justification for absence at times is lacking. Work at times is conducted without safety in mind. Subordinate development. At times fails to comply with directives, or complains about directives. Less than cooperative with Supervisors.	
<b>2=Meets Standards</b>	Presents a professional appearance and displays positive demeanor; exhibits understanding of job and performs as expected. Writing skill is sufficient for position. Absences are planned or justified. Conducts all work in safe manner. Complies with directives. Cooperative with Supervisors.	
<b>3=Exceeds Standards</b>	Sets the example for professional appearance; always positive in front of others; keen job awareness and performance. Writing skills exceed peers. Absences planned or completely justified. Practices "safety first" in all tasking. Complies with directives without complaint; fully cooperative with Supervisors.	
A. Performance Element (Grade 1, 2, or 3)	Immediate Supervisor Rating	Assistant Project Manager/PM Final Rating
Appearance		
Conduct/Attitude		
Job Knowledge		
Job Performance		
Writing Skills		
Attendance		
Punctuality		
Safety Awareness		
Cooperativeness		
<b>Total Overall Score (Max=27)</b>		
<p><b>B. Significant contributions or recognition received during reporting period:</b></p>		



EMPLOYEE PERFORMANCE EVALUATION		
C. Immediate Supervisor Comments: (Continue on attached page if necessary)		
I.S. Signature		Date:
D. PM/OPS COMMENTS: (Continue on attached page if necessary)		
PM/OPS Signature		Date:
<p><b>EMPLOYEE'S ACKNOWLEDGEMENT OF EVALUATION</b> (Note: Signature on evaluation is required; however the signature does not indicate the Officer's agreement with the evaluation, only the Officer's awareness of the evaluation.)</p> <p>I hereby acknowledge that I have reviewed this evaluation and have had an opportunity to discuss it with the evaluator and reviewing Officers.</p> <p>I ____ DESIRE ____DO NOT DESIRE to submit a statement concerning this evaluation and I understand I have 10 days from the date of my signature to do so.</p>		
Employee Comments: (Continue on attached page if necessary)		
Employee Signature		Date:

#### 8.1.3.5 Incentives/Recognition

Team GPS has utilized a variety of means to incentivize and recognize employee performance. With such programs as Officer/Supervisor of the Month/Quarter, company newsletters, and spot bonuses, we foster “team” attitudes that result in superior performance of duties. We also provide birthday and employment anniversary cards to recognize individual milestones, as well as bereavement condolences and floral arrangements. We make it a point to single out significant contributions in public forums such as daily muster, newsletters, and with monthly “birthday cakes” placed in employee break area. *We also provide uniform ribbons for special achievements and meritorious service actions such as life-saving, perfect attendance, perfect scores on firearms qualification, etc. This morale enhancing program inspires Officers to excel in their duties.*

#### 8.1.3.6 Retention

All of the above staffing components combine to create a positive employment atmosphere that has resulted in low turnover (**<10% compared to >20% Texas Corrections turnover rate**), with the majority of turnover created by either internal promotion to Supervisory and management positions or leaving employment for Federal positions.

#### 8.1.4 Performance Standards

Team GPS publishes its employment standards in our Employee Handbook, Supervisor’s and Manager’s Manuals, Code of Conduct, Removal from Duty, and Ethics and Compliance Program Disclosure forms, requiring annual review of each and signature acknowledgements. Our progressive disciplinary system is fairly and impartially administered with corporate review of major disciplinary actions such as long term suspensions and terminations.

#### 8.1.5 Staff Risk Areas/Risk Mitigation

Risk Area	Potential Risks	Mitigation Strategy
Adequacy of the staff hiring process, staff training and licensing/certification and adequacy of systems	Staff shortages; unqualified staff performing duties	Active hiring pipeline recruiting to meet maximum staffing levels; established relationships with TX Workforce Commission, VA, and internet resources to recruit replacement staff; close monitoring of e-QIP process to ensure timely completion; consistent, standardized training and mentoring.

### 8.2 FACILITY STAFFING

In devising our staffing plan, Team GPS took into consideration all posts and tasks identified in the solicitation for management, detention operations, transportation and food service. We anticipate no difficulties in recruiting staff for the positions listed in our Staff Plan as the predecessor contractor’s seniority list indicates that sufficient staff is available for all positions. Nor do we anticipate any difficulties in transitioning managers and Supervisors, as we have recruited sufficient staff to meet these FTE requirements.

#### 8.2.1 Staffing Experience

Team GPS fully understands the staffing necessary to provide required post coverage on a 24/7 basis by virtue of our staffing management experience at five ICE detention facilities.

RFP paragraph C13.1 states that staffing levels shall not fall below a monthly average of 95% of our approved staffing plan. Each month we will submit an Activities Report to the COR that

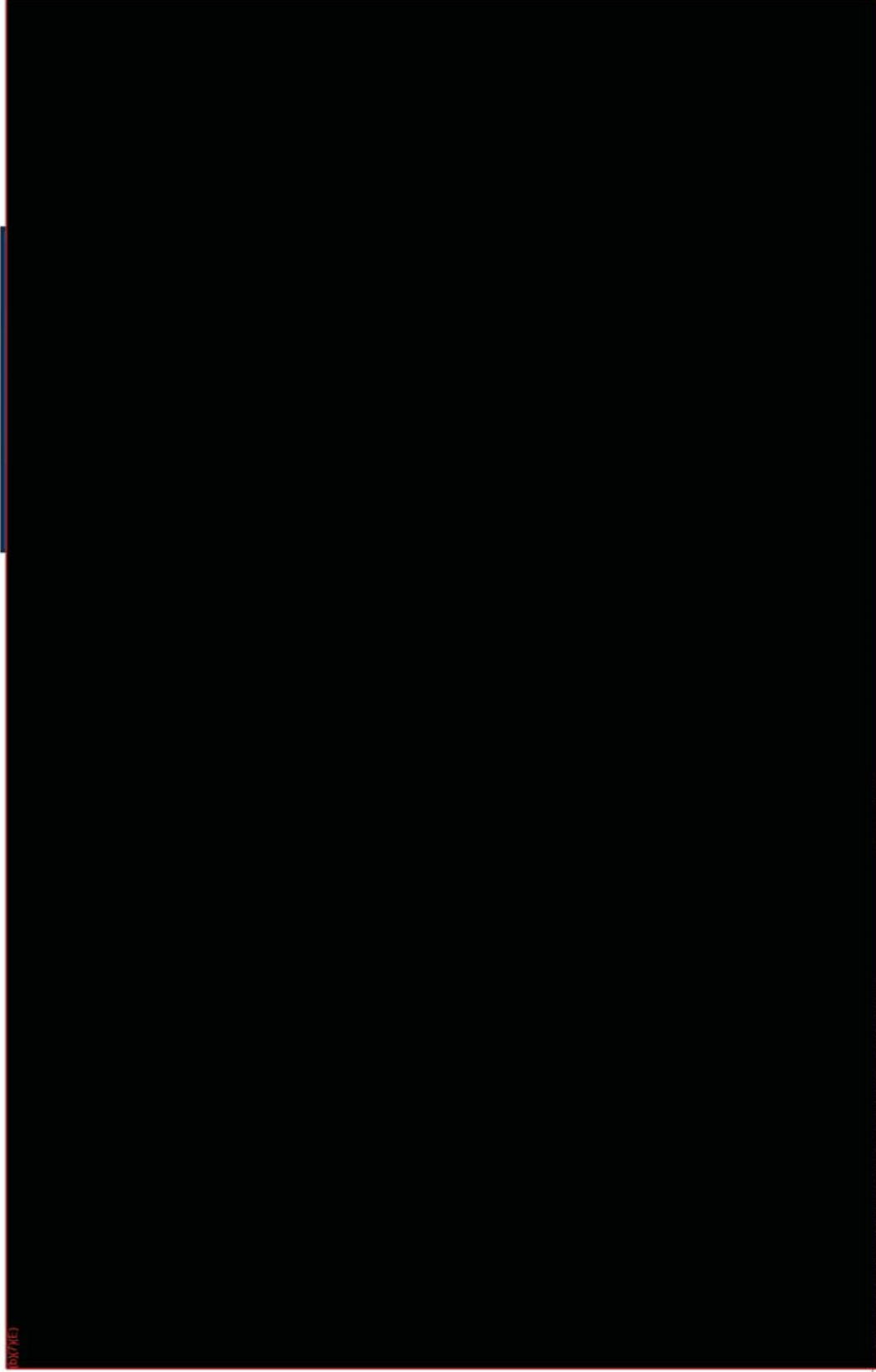


provides the Government with staffing information. In our current and past performance of ICE detention services contracts, Team GPS has maintained staffing at levels well above 95% at all facilities managed. Due to our continuous emphasis in maintaining staffing levels, Team GPS enjoys a very low employee injury rate, high employee morale, and an extremely positive working environment. Team GPS utilized the following criteria to calculate FTE requirements for EPSPC:

#### Exhibit 45: FTE Calculations

Staff Type	Standard Year	Deductions				Net
		Refresher Training	Interactive Training	Vacation	Sick Leave	
Notes	A	B1	B2	C	D	E
Managers	2,080	65		varies	varies	2,080
Clerks	2,080	16		80	0	2,080
Shift Captains/Supervisors	2,080	65	24	138	48	1,805
Detention Officers	2,080	40	24	143	48	1,825
Detention Officers – Armed	2,080	56	24	143	48	1,813
Transportation Officers	2,080	56	24	143	48	1,813
Control Center	2,080	40		143	48	1,849
Property/Supply	2,080	40		143	48	1,849
Cook II	2,080	40		130	32	1,878
Cook I	2,080	40		120	32	1,888
Food Service Worker	2,080	40		100	32	1,908
<b>Notes:</b>						
<b>A</b>	The Standard Work Year for staff is calculated as 2,080 hours per year.					
<b>B1/2</b>	Although Managerial Staff/Clerks attend training and take vacations/sick leave, these staff are not replaced on the schedule when absent for brief durations. Annual training includes 40 hours refresher, 24 hours Supervisor training, and 1 hour IT Security Awareness training. Interactive Training is 48 hours. Armed Officers receive 8 hours for four quarterly 2-hour firearms re-certifications and 8 hours OC/Baton re-certification training.					
<b>C</b>	Vacation deductions are based on seniority/CBA requirements or SCA Wage Determination requirements.					
<b>D</b>	Sick leave deductions are based on seniority/CBA requirements.					
<b>E</b>	Net hours are hours available to perform post duties. Net hours by classification are divided into total post hours for the classification to determine FTE requirements.					

On the following page, Team GPS provides our Organizational Chart for the EPSPC contract.





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### 8.2.3 Overall Staffing Requirements

Sufficient staffing is critical to meeting contract objectives. We constantly monitor facility staffing through review of monthly Activities Reports submitted by our Project Managers to our Corporate Offices. We also provide an on-site Human Resources Manager to facilitate the new hire process and coordinate our recruiting efforts with various sources.

#### Exhibit 46: Overall Staffing Summary

Position	Hours	FTE
<b>*Project Manager</b>	2,080	1
<b>*Assistant Project Manager</b>	2,080	1
Human Resources Manager	2,080	1
Safety Manager	2,080	1
Quality Assurance Manager	2,080	1
Q/A Officer	2,080	1
<b>*Training Officer</b>	2,080	1
Assistant Training Officer	2,080	1
Detainee Supply Specialist	2,080	1
Commissary Lead	2,080	1
Food Service Manager	2,080	1
Assistant Food Service Manager	2,080	1
Admin/Pay Clerk	2,080	1
Shift Captains	8,760	5
Shift Supervisors	23,360	13
Transport/Airport Supervisors	8,760	5
Detention Officers** (including 2 ACA Compliance Officers)	515,303	283
Communications Control Specialists**	27,101	15
Property Clerks ** (3 shifts, 7 days)	9,034	5
Armed Transportation Officers	63,424	36
Armed Detention Officers**	29,565	17
Armed Airport Officers	16,704	10
Food Service Staff	49,640	26
<b>Total</b>	<b>778,691</b>	<b>428</b>
**Note: Where applicable, the hours for each type of employee include .25 hours muster time per post		
*Key Personnel		

*The Exhibit below defines column headings used in the Staffing tables which follow:*

#### Exhibit 47: Staffing Table Column Headings Defined

Staffing Table Column Headings Defined	
Column	Explanation
<b>Post #</b>	Post Number
<b>Position</b>	Post Title or Function; Armed positions are denoted by (A)
<b>Day Shift</b>	Musters at 0645; shift duration: 0700-1500
<b>Swing Shift</b>	Musters at 1445; shift duration: 1500-2300
<b>Grave Shift</b>	Musters at 2245; shift duration: 2300-0700
<b>Posts per Day</b>	Total Officers working the post per day
<b>Hours per Day</b>	Total Hours worked on the post per day. Posts with a fractional ending of .75 would indicate .75 hours are “relief hours” for the post. Officers muster .25 hours prior to post time; therefore 8.25 hours is the total hours for each 8 hour post.



Staffing Table Column Headings Defined	
Column	Explanation
<b>Days per Year</b>	Number of Days post is staffed per year <b>Exempt Staff: Work M-F</b> 260 days (Annual hours calculated by multiplying 260 x 8 hours) <b>Non-Exempt Staff:</b> 365 days (S-S) 261 days (M-F) including Holidays 251 days (M-F) excluding Holidays
<b>Hours per Year</b>	Total Productive and muster hours per day x days per year
<b>FTE</b>	FTE are calculated by subtracting non-productive hours from the Standard Work Year of 2,080 hours and then dividing the “net” productive hours for an individual in the labor group into gross post hours required. Exhibit 46, above, provided the net productive hours for each labor group used as the divisor.
<b>Relief Factor</b>	P=Physical Relief (adds .25 hours to daily post hours per post); S=Self Relieving; NA=No Relief Required

### 8.2.3.1 Overhead Management Staffing

Post #	Position/Notes	Day Shift	Swing Shift	Grave Shift	Posts Per Day	Hours Per Day	Days Per Year	Hours Per Year	FTE	Relief Factor
M1	<b>*Project Manager</b>	1			1	8	260	2,080	1	NA
M2	<b>*Assistant Project Manager</b>	1			1	8	260	2,080	1	NA
M3	Human Resources Manager	1			1	8	260	2,080	1	NA
M4	Safety Manager**	1			1	8	260	2,080	1	NA
M5	Quality Assurance Manager	1			1	8	260	2,080	1	NA
M6	Q/A Officer**	1			1	8	260	2,080	1	NA
M7	<b>*Training Officer</b>	1			1	8	260	2,080	1	NA
M8	Assistant Training Officer	1			1	8	260	2,080	1	NA
M9	Detainee Supply Specialist***	1			1	8	260	2,080	1	NA
M10	Food Service Manager	1			1	8	260	2,080	1	NA
M11	Assistant Food Service Manager**	1			1	8	260	2,080	1	NA
M12	Admin/Pay Clerk	1			1	8	260	2,080	1	NA
M13	Commissary Lead	1			1	8	260	2,080	1	NA
	<b>Total Overhead Labor</b>	<b>13</b>			<b>13</b>	<b>104</b>	<b>260</b>	<b>27,080</b>	<b>13</b>	
*	<b>Key Personnel</b>									
**	These managers will work various shifts									
***	The Detainee Supply Specialist will be trained licensed/certified/trained to state standards for forklift operation.									

### 8.2.3.2 Supervision

Post #	Position/Notes	Day Shift	Swing Shift	Grave Shift	Posts Per Day	Hours Per Day	Days Per Year	Hours Per Year	FTE	Relief Factor
S-1	Shift Captain	1	1	1	3	24	365	8,760	5	S

Post #	Position/Notes	Day Shift	Swing Shift	Grave Shift	Posts Per Day	Hours Per Day	Days Per Year	Hours Per Year	FTE	Relief Factor
	Operations									
S-2	Shift Supervisor Camp	1	1	1	3	24	365	8,760	5	S
S-3	Shift Supervisor Admin	1	1		2	16	365	5,840	4	S
S-4	Shift Supervisor Processing	1	1	1	3	24	365	8,760	5	S
S-5	Shift Supervisor Transport/Airport	1	1	1	3	24	365	8,760	5	S
	<b>Total Supervisor Labor</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>14</b>	<b>112</b>	<b>365</b>	<b>40,880</b>	<b>24</b>	

### 8.2.3.3 Special Functions

Post #	Position/Notes	Day Shift	Swing Shift	Grave Shift	Posts Per Day	Hours Per Day	Days Per Year	Hours Per Year	FTE	Relief Factor
CC1	CCTV	1	1	1	3	24.75	365	9,034	5	P
CC2	Control Center 1	1	1	1	3	24.75	365	9,034	5	P
CC3	Control Center 2	1	1	1	3	24.75	365	9,034	5	P
	<b>Total Communications</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>9</b>	<b>74.25</b>	<b>365</b>	<b>27,102</b>	<b>15</b>	
Post #	Position/Notes	Day Shift	Swing Shift	Grave Shift	Posts Per Day	Hours Per Day	Days Per Year	Hours Per Year	FTE	Relief Factor
PS1	Property Clerk	1	1	1	3	24.75	365	9,034	5	P
	<b>Total Property Clerk</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>24.75</b>	<b>365</b>	<b>9,034</b>	<b>5</b>	

### 8.2.3.4 Armed Posts

Post #	Position/Notes	Day Shift	Swing Shift	Grave Shift	Posts Per Day	Hours Per Day	Days Per Year	Hours Per Year	FTE	Relief Factor
A1	Mattox 1	1	1	1	3	24	365	8,760	5	NA
A2	Mattox 2	1	1	1	3	24	365	8,760	5	NA
A3	Main Gate	1	1		2	16.50	365	6,023	3	P
A4	EOIR Bldg	1	1		2	16.50	365	6,023	3	P
A5	Airport Officers*	4	4		8	64	261	16,704	10	S
	<b>Total Armed Officers</b>	<b>8</b>	<b>8</b>	<b>2</b>	<b>18</b>	<b>145</b>		<b>46,270</b>	<b>26</b>	

\* Airport Officers are Transportation Trained and Licensed



### 8.2.3.5 Transportation Posts

Post #	Position/Notes	Day Shift	Swing Shift	Grave Shift	Posts Per Day	Hours Per Day	Days Per Year	Hours Per Year	FTE	Relief Factor
<b>Monday-Friday</b>										
28	Team 1	2	2	2	6	48	261	12,528	7	S
29	Team 2	2	2		4	32	261	8,352	5	S
30	Team 3	2	2		4	32	261	8,352	5	S
31	Team 4	2	2		4	32	261	8,352	5	S
32	Team 5	2	2		4	32	261	8,352	5	S
33	Team 6	2			2	16	261	4,176	2	S
	<b>Total Weekday</b>	<b>12</b>	<b>10</b>	<b>2</b>	<b>24</b>	<b>192</b>	<b>261</b>	<b>50,112</b>	<b>29</b>	
<b>Weekends</b>										
28	Team 1	2	2	2	6	48	104	4,992	3	S
29	Team 2	2	2	2	6	48	104	4,992	2	S
30	Team 3	2			2	16	104	1,664	1	S
31	Team 4	2			2	16	104	1,664	1	S
	<b>Total Weekend</b>	<b>8</b>	<b>4</b>	<b>4</b>	<b>20</b>	<b>128</b>		<b>13,312</b>	<b>7</b>	
	<b>Total Transportation Officers</b>							<b>63,424</b>	<b>36</b>	

**Note: Physical Relief = Relief Factor “P” | Self-Relief = Relief Factor “S”**

### 8.2.3.6 Unarmed Detention Posts

Post #	Position/Notes	Day Shift	Swing Shift	Grave Shift	Posts Per Day	Hours Per Day	Days Per Year	Hours Per Year	FTE	Relief Factor
1	Barracks 1 Cage	1	1	1	3	24.75	365	9,034	4.83	P
2	Barracks 1 and 2 Day Room**	1	1		2	16.50	365	6,023	3.22	P
3	Barracks 1 Inside	1	1	1	3	24.75	365	9,034	4.83	P
4	Barracks 2 Cage	1	1	1	3	24.75	365	9,034	4.83	P
	Deleted									
6	Barracks 2 Inside	1	1	1	3	24.75	365	9,034	4.83	P
7	Barracks 3 Cage	1	1	1	3	24.75	365	9,034	4.83	P
8	Barracks 3 and 4 Day Room**	1	1		2	16.50	365	6,023	3.22	P
9	Barracks 3 Inside	1	1	1	3	24.75	365	9,034	4.83	P
10	Barracks 4 Cage	1	1	1	3	24.75	365	9,034	4.83	P
	Reserved									
12	Barracks 4 Inside	1	1	1	3	24.75	365	9,034	4.83	P
13	Cage 5	1	1	1	3	24.75	365	9,034	4.83	P
14	Cage 6	1	1	1	3	24.75	365	9,034	4.83	P
15	Facility Cleaning Crew 1	1			1	8.25	365	3,011	1.61	P
16	Facility Cleaning Crew 2	1			1	8.25	365	3,011	1.61	P
17	Facility Cleaning Crew 3	1			1	8.25	365	3,011	1.61	P
18	Facility Cleaning Crew 4	1			1	8.25	365	3,011	1.61	P
19	FCC 6 Paint	1			1	8.25	365	3,011	1.61	P

Post #	Position/Notes	Day Shift	Swing Shift	Grave Shift	Posts Per Day	Hours Per Day	Days Per Year	Hours Per Year	FTE	Relief Factor
20	Gate 24	1	1		2	16.5	365	6,023	3.22	P
21	Laundry 1	1	1		2	16.5	365	6,023	3.22	P
22	Laundry 2	1	1		2	16.5	365	6,023	3.22	P
23	Laundry 3	1			1	8.25	365	3,011	1.61	P
24	Mess hall 1	1	1		2	16.5	365	6,023	3.22	P
25	Mess hall 2	1	1		2	16.5	365	6,023	3.22	P
26	Mess hall 3	1	1		2	16.5	365	6,023	3.22	P
27	Medical 1	1	1	1	3	24.75	365	9,034	4.83	P
28	Medical 2	1	1	1	3	24.75	365	9,034	4.83	P
29	Medical 3	1			1	8.25	365	3,011	1.61	P
30	Medical Rover	1	1	1	3	24.75	365	9,034	4.83	P
31	Medical 4/Gate 23	1			1	8.25	365	3,011	1.61	P
32	Sally Port	1	1		2	16.5	365	6,023	3.22	P
33	Upper Grid	1	1		2	16.5	365	6,023	3.22	P
34	Lower Grid	1	1		2	16.5	365	6,023	3.22	P
35	Central 7	1	1	1	3	24.75	365	9,034	4.83	P
36	Central 8	1	1	1	3	24.75	365	9,034	4.83	P
37	Dorm 7A	1	1	1	3	24.75	365	9,034	4.83	P
38	Dorm 7B	1	1	1	3	24.75	365	9,034	4.83	P
39	Dorm 7C	1	1	1	3	24.75	365	9,034	4.83	P
40	Dorm 7D	1	1	1	3	24.75	365	9,034	4.83	P
41	Dorm 7 Rover 1**	1	1	1	3	24.75	365	9,034	4.83	P
42	Dorm 7 Rover 2**	1	1	1	3	24.75	365	9,034	4.83	P
43	Dorm 8A	1	1	1	3	24.75	365	9,034	4.83	P
44	Dorm 8B	1	1	1	3	24.75	365	9,034	4.83	P
45	Dorm 8C	1	1	1	3	24.75	365	9,034	4.83	P
46	Dorm 8D	1	1	1	3	24.75	365	9,034	4.83	P
47	Dorm 8 Rover 1**	1	1	1	3	24.75	365	9,034	4.83	P
48	Dorm 8 Rover 2**	1	1	1	3	24.75	365	9,034	4.83	P
49	EOIR Gate	1	1		2	16.5	365	6,023	3.22	P
50	Gate 16	1	1	1	3	24.75	365	9,034	4.83	P
51	Visitation Rover	1	1		2	16.5	365	6,023	3.22	P
52	Visitation Rover	1	1		2	16.5	365	6,023	3.22	P
53	Interviews (Tele-view)	1	1		2	16.5	365	6,023	3.22	P
54	Gate 37/38	1	1	1	3	24.75	365	9,034	4.83	P
55	Gate 34/36	1	1	1	3	24.75	365	9,034	4.83	P
56	East Hallway Rover	1	1		2	16.5	365	6,023	3.22	P
57	SHU (A) 1	1	1	1	3	24.75	365	9,034	4.83	P
58	SHU (A) 2	1	1	1	3	24.75	365	9,034	4.83	P
59	SHU (D) 1	1	1	1	3	24.75	365	9,034	4.83	P
60	SHU (D) 2	1	1	1	3	24.75	365	9,034	4.83	P
61	SHU (D) 3	1	1		2	16.5	365	6,023	3.22	P
62	Lobby X-RAY	1	1		2	16.5	365	6,023	3.22	P
63	Law Library	1	1		2	16.5	365	6,023	3.22	P
64	Process 1	1	1	1	3	24.75	365	9,034	4.83	P
65	Process 2	1	1	1	3	24.75	365	9,034	4.83	P
66	Process 3	1	1	1	3	24.75	365	9,034	4.83	P
67	Process 4	1	1	1	3	24.75	365	9,034	4.83	P



Post #	Position/Notes	Day Shift	Swing Shift	Grave Shift	Posts Per Day	Hours Per Day	Days Per Year	Hours Per Year	FTE	Relief Factor
68	Process 5	1	1		2	16.5	365	6,023	3.22	P
69	Classification Officer	1			1	8.25	251	2,071	1.15	P
70	EPC Orientation	1			1	8.25	365	3,011	1.61	P
	RESERVED									
72	ACA Officer	1			1	8.25	365	3,011	1.61	P
73	ACA Officer	1			1	8.25	365	3,011	1.61	P
74	EOIR Interviews	1	1		2	16.5	365	6,023	3.22	P
75	Court 1	1			1	8.25	251	2,071	1.13	P
76	Court 2	1			1	8.25	251	2,071	1.13	P
77	Court 3	1			1	8.25	251	2,071	1.13	P
78	Court 4	1			1	8.25	251	2,071	1.13	P
79	Mailroom	1			1	8.25	251	2,071	1.13	P
	<b>Total Unarmed Detention</b>							<b>515,303</b>	<b>283</b>	
	<b>Monday – Friday Posts</b>	<b>76</b>	<b>59</b>	<b>38</b>						
	<b>Weekend Posts</b>	<b>70</b>	<b>59</b>	<b>38</b>						

**\*\* Indicates Officer utilized to conduct Recreation Duties**

#### 8.2.3.7 Food Service Staff

Post #	Position/Notes	Day Shift	Swing Shift	Grave Shift	Posts Per Day	Hours Per Day	Days Per Year	Hours Per Year	FTE	Relief Factor
FS1	Cook II	1	1	*	2	16	365	5,840	3	S
FS2	Cook I	3	3	*	6	48	365	20,440	11	S
FS3	Food Service Worker	4	4	*	8	64	365	23,360	12	S
	<b>Total Food Service</b>	<b>8</b>	<b>8</b>	<b>*</b>	<b>16</b>			<b>49,640</b>	<b>26</b>	

*Note: Food service will be provided around the clock to serve the detainee population's needs. At night, any arriving detainee would be provided a sack lunch until breakfast if the wait is more than 6 hours or the detainee has not eaten in past 6 hours.*

*\*A Cook I on AM and PM shift has warehouse responsibility*

#### 8.2.4 Detainee Recreation

GPS staff will abide by PBNDS 2011 Optimal Standards, ACA Policies and EPSPC Standard Operating Procedures regarding detainee recreation. GPS will at a minimum place 1 guard in each designated recreation yard in order to provide a safe and secure environment. GPS staff will utilize a variety of detention and transportation officers to ensure that PBNDS Optimal Standards remain in compliance. We will utilize the Day Room Officers, Dorm Rovers, Post Relief Officers, Secondary SHU Officers and Transportation Officers that are not assigned to a detail or on standby to conduct emergency medical transports for Recreation Duties. Since there are up to 8 housing units/pods, in addition to SHU administrative and Disciplinary detainees that require recreation under PBNDS 2011 Optimal standards, portions of daily recreation will begin on Shift 2 “Day Shift” and carry into Shift 3, or “Swing Shift.” Utilizing total available staff on these two shifts will ensure that the facility remains in compliance with all existing governing regulations.



### **8.2.5 Post Relief**

Post relief is reflected in the “hours per year” column in the staffing charts above. Officers muster 15 minutes prior to shift commencement and take a half hour unpaid lunch break. Therefore the hours associated with each post per day that requires physical relief (Relief Factor “P”) are 8.25 per post (8.25 - .5 for lunch + .5 for relief factor). GPS will manage relief by providing both physical relief and “self-relief,” (Relief Factor “S”). All stationary (fixed posts) will be physically relieved, while “mobile” Officers (such as Transportation Officers) will “self-relieve” with the permission of their Supervisor. Additionally, fixed Post Officers may be relieved by “mobile Officers” in emergent situations such as urgent personal needs.

Supervisors will take into account all current activity to ensure that “self-relieving” Officers being on break will not impact facility operations. Once permission is given for a “self-relieved” break, the Supervisor will monitor the Officer’s absence to ensure they return to post in 30 minutes time. During an “incident” or lockdown, and during counts, no reliefs will take place due to the halting of all traffic.

Relief for off-site locations will be coordinated by Supervisors on an “as needed” basis.

Team GPS management team has practiced this relief program at FSPC and management of reliefs in this manner have been highly successful, resulting in a significantly reduced cost factor for post relief.

### **8.2.6 Transportation Teams**

As noted in the Transportation Post chart (Section 8.2.3.5), Team GPS will provide 24 Transportation Officers (12 teams) per day, Monday through Friday and 16 Transportation Officers (8 teams) on weekends distributed over three shifts. The number of teams per shift will be adjusted as necessary to meet various mission demands. Teams will consist of two Officers, and if transporting female detainees, at least one Officer will be female. We are also providing Transport/Airport Supervisors on each shift 365 days per year.

When Transportation Officers are not actively transporting detainees, or preparing for transport, they will be assigned to various duties within EPSPC, such as additional Rovers or Escorts, where they can quickly disengage for a Transport mission. Transportation Officers will also be utilized in relief of stationary posts as long as 1 team is always on standby in order to conduct transportation operations for medical emergencies. They will also assist in the Processing area. Transportation Officers will also provide relief to facility armed guard posts as well. This approach will afford Team GPS fully qualified and sufficient Transportation staffing to meet routine/planned routes and emergent transportation demands. We are also providing 8 “Airport Officers” per day, Monday through Friday (and weekends when necessary) *who will be fully trained, qualified and licensed as Transportation Officers* to augment our regular Transportation Teams when not working Ice Air Operations missions.

## **8.3 POSITION DESCRIPTIONS**

Team GPS has developed individual position descriptions for each proposed position listing classification, reporting chain of command, duties, and pre-requisites. These documents are provided in Factor 1: Subfactor 5 (Section 9.4) of this document.



## **8.4 OTHER STAFFING CONSIDERATIONS**

### **8.4.1 Hospitalized Detainee Escorts**

We will provide 24/7 coverage for detainees hospitalized as directed by the COR; these “escort services” will be provided through “on demand” guard service.

### **8.4.2 Response to Unplanned Absences**

With a staff of this size, it has been our experience that at least 4 to 6 people call off daily. Team GPS will charge every absence to sick leave to ensure that these planned absence hours offset unplanned absence. Without such controls, we calculate that at least eight additional FTE would be required to cover call offs. During our tenure on our detention contracts, since this policy was instituted, call offs were reduced as personnel could no longer “sell” sick time if they called off during the year, and staff were disciplined if they called off with no sick time available.

Our Project Manager provides our Shift Captains/Supervisors with appropriate instructions to contact off duty replacement personnel in the event of a call off. We will require at least 2 hours’ notice of a call off — and we will impose discipline if the call off occurs less than 2 hours in advance. Nevertheless, if a call off does occur on short notice, the Shift Captains/Supervisors will exercise one of the following options to cover the post:

- a. Hold over an off-going Officer for up to 4 hours (provided the extension does not require the Officer to work more than 12 hours).
- b. If extended 4 hours, the Shift Captain/Supervisor will either call in an Officer on the following shift 4 hours early, or call in an off-duty Officer to complete the shift assignment.
- c. In lieu of a holdover or early call in, the Shift Captain/Supervisor will temporarily utilize a Relief Officer on the post until an Officer is called in to cover the post.
- d. In order to ensure post coverage and minimal disruption of operations due to call offs, Team GPS will utilize various employee schedules including 40/40 and 40/32 bi-weekly hours. At any given time, Officers on each shift will have available time in the event of a call off. Those Officers with available time will be compelled to stay over or come in early, providing seamless post coverage.

### **8.4.3 DIMES™ and Staffing Efficiency**

The implementation of DIMES will allow Team GPS to continuously improve our staffing and performance capabilities via automated scheduling tools (such as WinTeam software). These tools provide Team GPS supervisors with the ability to monitor staff schedules, facility schedules and locations of both staff and detainees in real-time. Live monitoring of schedules and locations provides Team GPS and ICE personnel with a “facility pulse” and, combined with Team GPS’s cross-training methodologies, will allow managers to maximize staff utilization and reduce idle time.

### **8.4.4 Response to Work Interruptions, Slow-downs, Strikes**

During our tenure on our ICE contracts, we have not hesitated to involve the International Union leadership, and as a result of our positive working relationship, we have not experienced any work interruptions, slow-downs, or strikes in our entire history at our contract sites. Also, due to



a “no strike” clause in our Collective Bargaining Agreement (CBA), but more importantly due to the excellent working environment, we have maintained positive relations with our Unions.

#### **8.4.4.1 “No Strike” Clause**

A “no strike” clause is incorporated into the CBA to prevent work stoppage and other job actions that would adversely affect the operation of the facility.

Team GPS policy is to take immediate disciplinary action against any Officer or group of Officers who violate the CBA regarding the above clause. Those who engage in strikes, work slow-downs, planned absenteeism will be first suspended for 30 days, and if they do not then return to work, terminated.

Despite the “no strike” clause, we’re prepared to react to any unforeseen work stoppage actions. The following paragraph describes our response plan in the event of a work stoppage/other job actions by our employees at EPSPC.

### **8.4.5 Work Stoppage Response Plan**

If a work stoppage occurs, the COR will be immediately notified.

- a. Local management staff will assume Supervisory roles in the facility at all critical areas such as the Control Center and Housing Units; Supervisory staff will report to the most “critical” posts, if not part of the work stoppage. Corporate Staff with appropriate security clearances will report to the facility within 24 hours to assume management functions and/or critical posts.
- b. Any and all non-participants in the work stoppage will be provided with 12 hour schedules up to 60 hours per week until the work stoppage ends.
- c. We will secure all less critical posts, such as some escorts, rovers - subject to ICE approval. We will utilize remaining escorts and rovers to provide “relief” for lunch/10-100 breaks.
- d. Only essential services will be provided, and a facility lockdown may be ordered, subject to ICE approval.
- e. Detainee traffic will be coordinated in such a manner as to provide a ratio of at least 10 detainees to 1 escort.
- f. We will request expedited clearances for applicants whose e-QIP packages have been initiated. Newly cleared staff will be placed in non-housing unit posts upon completion of Basic training and OJT training and then integrated into the interior posts.
- g. As personnel return to work (after serving any suspension), they will be re-integrated into the shift schedules.

#### **8.4.5.1 Additional Measures**

Team GPS corporate clerical staff will call each Officer involved in the work stoppage and issue them an “amnesty” offer on a one-time basis. If they return to work immediately, no punitive measures will be taken against them. If they refuse to return, they will be notified that in accordance with the CBA, when and if they do return, they will be subject to discipline with an automatic 30-day suspension and possible termination. They will again be asked if they will return.



#### **8.4.5.2 International Union Intervention**

Coinciding with the above measures, we will invoke the CBA clause requiring the International Union to become involved in bringing the work stoppage to an immediate conclusion.

#### **8.4.5.3 Non-Union Employee Agreement**

We also require all non-Union employees to sign the following agreement:

<b>EMPLOYMENT AGREEMENT</b>	
In the absence of a Collective Bargaining Agreement and in recognition of the public safety requirements for uninterrupted services at this facility, and in return for adequate consideration, including an employee grievance procedure, I agree not to strike or otherwise interrupt normal operations at the facility without giving 10 days' notice.	
_____ Employee Printed Name (First, MI, Last)	_____ Date

## 9. Factor 1: Subfactor 5 – LIST OF KEY PERSONNEL & RESUMES

### 9.1 RATIONALE FOR SELECTION OF KEY PERSONNEL

#### Project Manager – (b)(6),(b)(7)(C)

We selected (b)(6),(b)(7)(C) for the Project Manager position due to his superlative performance as our Project Manager at the El Centro Service Processing Center. During his 5+ years of tenure, he earned accolades from his ICE counterparts for his prompt response to any and all concerns, and participated in all Facility meetings regarding the security and safety of operations. His management style and skills were directly responsible for the high degree of professionalism our staff at ECSPC, which was cited by numerous inspections teams. Both the Assistant Field Office Director and the COR told us more than once that we could replace anyone at the facility—except Mr. Legler.

#### Assistant Project Manager – (b)(6),(b)(7)(C)

We selected (b)(6),(b)(7)(C) for the Assistant Project Manager position due to his exceptional knowledge of PBNDS/ACA standards, and his demonstrated program management skills which contributed significantly to PIDC attainment of ACA reaccreditation in 2011 and 2014 with scores of 99.64% for both inspections. His astute attention to detail, coupled with his organizational skills ensured ICE and other agency inspectors left the facility knowing that “compliance” was uppermost on his agenda.

#### Training Officer – (b)(6),(b)(7)(C)

We selected (b)(6),(b)(7)(C) for the Training Officer position by virtue of his experience as the current Training Officer at El Paso Service Processing Center. His extensive professional knowledge of PBNDS/ACA will continue to benefit ICE/EPSPC during performance of the new contract. His time will be 100% committed to providing the required contract training for detention staff. His resume is found in Section 9.2.3 of this document.

Please find resumes for the following Key Personnel starting in Section 9.2. Letters of Commitment from these Key Personnel can be found in Section 9.3. Position descriptions for these Key Personnel can be found in Section 9.4.



## 9.2 RESUMES

### 9.2.1 Project Manager –

#### QUALIFICATIONS SUMMARY

(b)(6),(b)(7)(C) has 5 years' experience as a Project Manager at the Department of Homeland Security, Immigration and Customs Enforcement (ICE) El Centro Service Processing Center, Managing all aspects of a \$173,000,000 service contract, to include armed transportation services. He has 14 years of Leadership Experience in Military and Civilian Occupations, 10 years of Professional Management Experience, 10 years of experience as a Detention Officer (Contracted under ICE), and 10 years Military experience USMC and CAARNG

(b)(6),(b)(7)(C) is an experienced manager with a flair for developing organizational programs and problem solutions with extensive knowledge and experience in Federal Laws and Regulations, and practicable applications in CalOSHA/OSHA Standards. (b)(6),(b)(7)(C) also experienced in developing organizational Emergency Preparedness Plans and developing a variety of Training courses.

#### WORK HISTORY

##### *Asset Protection & Security Services, LP*

*October 2014 - Present*

**Vice President of Operations** (b)(6),(b)(7)(C) provides oversight for Asset contractual operations at the ICE Service Processing Centers located in Florence Arizona, and Port Isabel, Texas. Total value of these contracts exceeds \$313,000,000. He ensures that facility project managers are conducting operations in accordance with all governing agencies and regulations, such as PBNDS, Residential Standards, ACA, DOT, OSHA and ERO (b)(6),(b)(7)(C) also oversees site disciplinary actions to ensure consistency and fairness. His duties also involve cost-management-to-budget to ensure operations are efficient, and proposes operational methods that conserve Government funds.

##### *Asset Protection & Security Services, LP*

*June 2009 – September 2014*

**Project Manager.** (b)(6),(b)(7)(C) provided direct oversight for all aspects of \$173,000,000 Government Service Contract. He manages and coordinates with Detention Operations for federal detention facility in accordance with standards and regulations such as PBNDS, ACA, DOT, OSHA, and EEO. Oversees administrative activities and supervision of federal detainees by ensuring contract staff observes all rights and privileges afforded to detainees. Coordinates with multiple agencies in regards to health concerns and ICE clearance issues. Directly supervises and mentors subordinate managers and management staff including Assistant Project Manager, Training Department, Quality Assurance, Scheduling Officer, Human Resources, and Armed Transportation Operations. Creates and establishes various training programs, to include leadership and safety protocol. Reviews and implements solutions to Quality Assurance Plan Reports. Conducts incident investigations as necessary. Provides annual performance appraisals for all subordinate managers issuing final disciplinary measures; Informs Unions of such actions, ensuring appropriate representation is afforded to all employees. Analyzes and creates contract modifications to enhance operational needs and capabilities

*AKAL Security*

*July 2002-June 2009*

**Shift Commander.** (b)(6),(b)(7)(C) conducted liaison with ICE to promote operation efficiency in the absence of the Project Manager. Reviewed and implemented Emergency Operation Procedures and Emergency Contingency Plans. Conducted routine inspections of all areas of Federal Detention Facility. Monitored and maintained policies and procedures in accordance with American Correctional Association and Performance Based National Detention Standards. Supervised Incident Response Teams. While not holding a managerial position, served three (3) terms as union president

*Army National Guard, California*

*Jan 2006- Jan 2010*

**11B.** (b)(6),(b)(7)(C) performed various job duties in a variety of capacities. His most notable job performance consisted of participating in two (2) different forest fires, one of which consisted of a mass evacuation of citizens in San Diego County. He performed contracting duties for the National Guard, in which (b)(6),(b)(7)(C) negotiated and contracted vendors to perform catering services to the soldiers within his unit. He contracted and negotiated prices with various major food chains, such as (b)(6),(b)(7)(C) Subway and Applebee's.

**EDUCATION/TRAINING**

- Behavioral Sciences/Criminal Justice General Studies, four (4) associate degrees, Palomar College, 2004

**LICENSES & CERTIFICATION**

- USMC Amphibious Assault School
- USMC Corporals Course
- USMC Sergeants Course
- CAARNG Combat Life Saver
- CAARNG 11B
- United States Forestry Wild Land Firefighter Course (40 Hour) (CAARNG)
- Train the Trainer Course (40 hour) (ASSET/ATSI) (ICE Certified)
- Red Cross Standard First Aid Certified
- Red Cross CPR/AED Adult plus CPR Child and Infant
- Red Cross First Responders Course (Palomar College)
- Immigration and Customs Enforcement (ICE) ANTHRAX OPLAN
- Sexual Harassment Investigation (ASSET/ATSI) (ICE Facility)
- Conducting Workplace Investigations (ASSET/ATSI) (ICE Facility)
- Disturbance Control Team Command Element (ASSET/ATSI) (ICE Facility)
- Emergency and Contingency Operations (ASSET/ATSI) (ICE Facility) (Developed)
- Transportation Operations Manager Training (ASSET/ATSI) (ICE Facility) (Developed)



## 9.2.2 Assistant Project Manager - (b)(6),(b)(7)(C)

### QUALIFICATIONS SUMMARY

(b)(6),(b)(7)(C) has over 30 years' broad-based experience in Correctional Custody and ICE detention facility PBNDS Quality Assurance. His exceptional level of technical knowledge of PBNDS requirements contributed significantly to the Port Isabel Detention Center's ACA reaccreditation in 2014 with a score of 99.64% (100% score was limited only by facility infrastructure issue). His experience includes: Unit Administration, Operational Procedures, Inmate Management and the Supervision, Development, Training and Evaluation of Employees. Additionally, Mr. Rios is fluent in both English and Spanish.

### WORK HISTORY

#### *Superior Security and Investigations*

*February 2015 - Present*

**Physical Security Inspector** (b)(6),(b)(7)(C) conducts routine and comprehensive security assessments of vulnerabilities at facilities to identify potential security inadequacies; develops and implements protective countermeasures and monitors systems for proper performance and security breaches. Writes reports of inspection findings.

#### *Ahtna Technical Services, Inc.* November 2012 – January 2015

**Quality Control Manager.** (b)(6),(b)(7)(C) conducted continuous quality control inspections of staff in the field, performed and documented "on the spot" correction of minor findings, provided Quality Control training and guidance to officers, employees and supervisors as required or directed (b)(6),(b)(7)(C) analyzed data and situations to recommend solutions that aligned with the goals and missions of the organization and trained staff to achieve maximum effectiveness. He also assisted the Port Isabel Detention Center's ACA Unit in compiling all required statistical data for inspection purposes, contributing significantly to reaccreditation in 2014.

#### *Texas Department of Criminal Justice (TDCJ)*

*August 2003 – July 2012*

**Senior Warden / Assistant Warden** (b)(6),(b)(7)(C) supervised a staff of over 500, including more than 300 correctional officers with responsibility for the security of approximately 2,300 offenders (b)(6),(b)(7)(C) provided oversight for the Transportation Division, ensuring transports were conducted timely and in accordance with TDCJ policies; he further scheduled staff for daily assignments, conducted UCC reviews and department meetings, and served as the Acting Duty Warden in the absence of Senior Wardens.

#### *Texas Department of Criminal Justice*

*March 1995 – July 2003*

**Major of Correctional Officers.** Supervised approximately 157 correctional officers responsible for the security of approximately 1,200 offenders. Managed the Transportation of inmates, conducted UCC Reviews, acted as Duty Warden in absence of Senior Warden; coordinated shift assignments and departmental meetings.

#### *Texas Department of Criminal Justice*

*February 1994 – February 1995*

**Captain of Correctional Officers** (b)(6),(b)(7)(C) supervised the security and control of a 500 bed facility with 72 security staff (b)(6),(b)(7)(C) assisted Garza East and West Units; conducted frequent security inspections and was responsible for the maintenance of the grounds/landscaping.

*Texas Department of Criminal Justice*

*June 1992 – January 1994*

**Lieutenant of Correctional Officers** (b)(6),(b)(7)(C) supervised 15 correctional officers and one sergeant. Responsible for conducting staff meetings, shift assignments and security inspections.

*Texas Department of Criminal Justice*

*February 1991 – May 1992*

**Sergeant of Correctional Officers.** Supervised 44 correctional officers responsible for security of 800 offenders. Coordinated and conducted shift assignments and frequent security inspections. Investigated and interviewed offenders. Acted as Relief Sergeant for the SAIP Boot Camp.

*Texas Department of Criminal Justice*

*December 1983 - January 1991*

**Correctional Officer III.** (b)(6),(b)(7)(C) was an alternate correctional officer, armory officer, rover and ambulance driver for offenders; unit council substitute and alternate grievance officer.

### **EDUCATION/TRAINING**

- Criminal Justice/Spanish, Bachelors of Science, University of Texas – Pan American, 2008
- Management Development Program, Governor's Center for Management Development, 1994
- Reserve Officer, 27 hours of Continuing Education, Delmar College, 1993
- Criminal Justice, Pan American University, 1982 - 1983



## 9.2.3 Training Officer

### QUALIFICATIONS SUMMARY

(b)(6),(b)(7)(C) as over 16 years of experience in the Criminal Justice system. He has over 16 years with the Texas Department of Criminal Justice. The past six (6) years of his experience has included three (3), Training Sergeant for the Texas Department of Criminal Justice, and three (3) years with the Doyon team at El Paso SPC as a professional trainer. He currently maintains the Level III combined Instructor credentials for the state of Texas.

### WORK HISTORY

#### *Doyon Security Services, El Paso, TX*

*Oct 2011 - Present*

**Training Manager.** As the Training Officer, (b)(6),(b)(7)(C) organized the training files for approximately 435 Doyon Detention Officers. *From February 2012 – February 2013, Mr. (b)(6),(b)(7)(C) as the only employee assigned to the training department. In this capacity (b)(6),(b)(7)(C) Scheduled and conducted training for 60-Hour New Hire employees, 60-Day Training (40 hours), and Annual Refresher Training (40 hours), Armed Officer Transportation training, and Supervisor Initial and refresher training, First Aid/CPR and Bloodborne Pathogens, and maintained the Training documents and files. Additionally, (b)(6),(b)(7)(C) was responsible for scheduling and conducting Quarterly Firearms classroom training, Firearms qualification, and range operations, weapons issuance, storage, and inspections to include ammunition inventories and issuance. In December 2012, Mr. Pluma updated the ICE policy on Sexual Abuse/ Assault Prevention and intervention by adding the Prison Rape Elimination Act (PREA), and presenting it to (b)(6),(b)(7)(C) Barrows who forwarded it for approval. That curriculum was approved and is presently part of all training. (February 2013 – present) As the Training Manager, (b)(6),(b)(7)(C) continues to schedule and conduct training as listed above (b)(6),(b)(7)(C) is also responsible for maintaining all state of Texas Private Security licensing including Trainer Licensing, Training School Licensing, Company Security Licensing, all Commissioned and Non-commissioned Officer licensing and renewal. Additionally, he has updated the curriculum for the mandatory 16-hour training for Suicide Prevention, Intervention, recognition and self-harm. The Doyon Training Department was also instrumental in the El Paso SPC American Correctional Association (ACA) re-accreditation (2013), by providing training documentation that was essential to the audit.*

#### *Texas Department of Criminal Justice, El Paso, TX*

*Dec 2009- Sept 2011*

**Training Sergeant** (b)(6),(b)(7)(C) was responsible for the training of 259 security and non-security employees at the State Jail Facility. Responsible for scheduling the mandatory annual 40-hour In-service Training. Developing and maintaining training files for each employee. Responsible for entering all training into the CTSD Database files for each employee. *Responsible for conducting the 40 hours of training in areas that include: Security Procedures, Supervision of Offenders, Signs of Suicide Risks, Suicide precautions, Use of Force regulations and tactics, Report Writing, Offender rules and regulations, Rights and responsibilities of offenders, Fire and emergency procedures, Safety procedures, Key and tool control, Interpersonal relations, Communications skills, Counseling techniques, Cultural Diversity, First Aid/CPR, Chemical agents, Physical Agility testing, and Weapons qualification.* Responsible for Records Retention for the CTSD at the Sanchez Unit. Received a



100% rating during the last CTSD Audit conducted at the State Level for FY1 (b)(6),(b)(7)(C)  
possess certification in Firearms Instructor Trainer, Chemical Agents Instructor, Defensive Tactics Instructor, Pepper ball Applicator Instructor, Chemical Agents Instructor, and CPR Instructor.

*Texas Department of Criminal Justice, El Paso, TX*

*Jan 2006- Dec 2008*

**Correctional Ser.** (b)(6),(b)(7)(C) was responsible for 26 offenders assigned to the Administrative Segregation Unit (ADSEG) at the Rogelio Sanchez Unit. Supervised 20 Officers in conducting daily operations of the ADSEG . Responsible for the health, welfare and management of the offenders.

*Texas Department of Criminal Justice, El Paso, TX*

*Jan 2000- Jan 2006*

**Unit Operational Review Sergeant.** (b)(6),(b)(7)(C) was responsible for conducting Unit Audits for all departments every 6 months. The departments included: Food Service, Laundry, Maintenance, Security, Administration, Detainee Records, Intake Processing, Offender Drug testing program, Community Squad operations, Property and Supply, Unit finances, Administrative Segregation. Responsible for reporting the deficiencies to the Unit Administration, coordinating recommended Corrective Action for those deficiencies.

*Texas Department of Criminal Justice, El Paso, TX*

*Nov 1996-Jan 2000*

**Correctional Officer.** (b)(6),(b)(7)(C) developed the unit Sanitation schedule and program for the Rogelio Sanchez Unit. Developed procedures for controlling and issuing chemicals used for cleaning. Developed a tracking system for maintaining issuance and accountability of all chemical cleaning supplies that was cost effective. That program is still in place. Developed a unit program and policy for maintaining accountability and issuance of the tools used in the Maintenance Department, Vocational training classrooms, and Community work squads.

## **EDUCATION/TRAINING**

- Associate of Applied Science in Business Management, El Paso Community College, El Paso, TX, 1995

## **LICENSES & CERTIFICATION**

- Completed 40-hour Instructor Course in August 2004, and received Instructor certification Training for Staff Trainers, from the Texas Department of Criminal Justice, Huntsville, Texas.
- Completed 40-hour Chemical Agents Instructor Course and received instructor certification at the Texas Department of Criminal Justice Training Center in Beeville, Texas in August 2004, maintaining certification until September 2011.
- Completed 40-hour Firearms instructor Course in July 2006, and received instructor certification at the Texas Department of Criminal Justice Training Center in Beeville, Texas in July, 2006. Maintaining certification by attending training in 2007, 2008, 2009, 2010, 2011.
- Completed 40-hour Level 1 Defensive Tactics Training instructor certification at the Texas Department of Criminal Justice Training Center in Beeville, Texas in December 2008, maintaining certification in 2009, 2010, 2011.



- Completed an Adult First Aid/CPR/AED Instructor Course with the American Red Cross and became a certified CPR Instructor in El Paso Texas in November 2011.
- Completed an Adult First Aid/CPR/ AED and Bloodborne Pathogens Instructor Course recertification with the American Red Cross in El Paso, Texas on November 1, 2013.
- ACA member since 2012. Attended ACA Conferences in 2012, and 2013.



## 9.3 LETTERS OF COMMITMENT

### 9.3.1 Project Manager

(b)(6),(b)(7)(C)

#### Letter of Intent

To whom it may concern,

(b)(6),(b)(7)(C)

I \_\_\_\_\_ affirm that if Global Precision Systems LLC is awarded the El Paso Service Processing Center, it is my intent to accept the position as *Project Manager*.

(b)(6),(b)(7)(C)

Signature \_\_\_\_\_

Date \_\_\_\_\_

8.21.15





9.3.2 Assistant Project Manager

(b)(6),(b)(7)(C)

Letter of Intent

To whom it may concern,

(b)(6),(b)(7)(C)

\_\_\_\_\_ affirm that if Global Precision Systems LLC is awarded the El Paso Service Processing Center, It is my intent to accept the position as *Assistant Project Manager*.

(b)(6),(b)(7)(C)

Signature \_\_\_\_\_

Date \_\_\_\_\_

8-21-15



9.3.3 Training Officer

(b)(6),(b)(7)(C)

To Whom it may concern (b)(6),(b)(7)(C) affirm that if Global Precision Services LLC is awarded the contract for El Paso Service Processing Center, I (b)(6),(b)(7)(C) position of Training Manager.

signature

07/18/2015 date



## 9.4 KEY PERSONNEL POSITION DESCRIPTIONS

### 9.4.1 Project Manager

<b>PD 004</b>	<b>Project Manager</b>
<b>Status</b>	Full time, salaried, exempt
<b>Class</b>	Management/Operations/Administration
<b>Reports to</b>	GPS Corporate Operations Manager; ICE Facility Director, COR
<b>Duties</b>	<b>Management</b>
	Provide a single point of contact for coordination with Government and execution of DHS-ICE directives.
	Ensure PBNDS 2011 and ACA standards are communicated to the work force, and that performance based standards are met in every aspect of services provided.
	Act as the Corporate Security Officer.
	Provide direction to the workforce to achieve and document ICE and ERO metrics.
	Meeting weekly with the COR to review performance and to plan improvements.
	Monitoring and reporting compliance with the staffing plan.
	Providing effective administrative support.
	Ensuring the Quality Control Plan is executed effectively.
	Monitoring and mentoring subordinate managers, Supervisors, and Detention Officer performance.
	Ensuring Facility Security and Control performance measures are achieved.
	Ensuring delivery of the Monthly Activity Report that summarizes staffing, activities, and performance for the previous month.
	Ensuring the annual review of emergency plans, post orders.
	Ensuring contract compliance through close supervision of Operations and Administration.
	Drafting replies to client-identified performance concerns; devising Plans of Action to address and identified performance discrepancy.
	Conducting unannounced, random shift-by-shift inspections to verify logs, records, procedures and qualifications of Officers assigned to posts.
	Reporting Operational, Administrative, and Logistics issues to Corporate.
	Notifying appropriate ICE authorities/Corporate of all disciplinary matters, health concerns, etc., which may affect clearance eligibility.
	Act as a member of the selection panel for management and Supervisory positions.
	Issuing final disciplinary measures; Informing Union of such actions, ensuring appropriate representation is provided to employees.
	<b>Operations</b>
	Managing and coordinating Detention, Transportation and Food Service, and Commissary Operations for federal detention facility in accordance with PBNDS 2011, ACA Standards, Facility Policies and Procedures, and various other Federal directives and regulations.
	Overseeing the administration and supervision of federal detainees, ensuring that contract staff observes all rights and privileges afforded to detainees.
	<b>Administrative</b>
	Conducting investigations as necessary of incidents involving detainees and employees
	Tracking Deliverables; providing required reports
	Providing annual performance appraisals of all subordinate managers.
<b>Requisites</b>	Bachelor's Degree in appropriate discipline and at least 5 years of related administrative experience, and have knowledge of program objectives, policies, procedures, and requirements for managing a secure detention/correctional facility. Degree requirement may be met by completion of career development program that includes work related experience, training, or college credits at the level of achievement equivalent to the bachelor's degree. Project Manager and any alternate will meet ACA requirements and be an ACA member.



	Ability to communicate clearly both orally and in writing. Computer skills including proficiency in various Microsoft Office Suite programs such as Word, Excel, PowerPoint. Organizational skills commensurate with position.
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## 9.4.2 Assistant Project Manager

<b>PD 005</b>	<b>Assistant Project Manager</b>
<b>Status</b>	Full time, salaried, exempt
<b>Class</b>	Management/Operations/Administration
<b>Reports to</b>	Project Manager
<b>Duties</b>	<b>Management</b>
	Conducting liaison with ICE Staff as necessary to promote operational efficiency.
	GPS PREA Coordinator
	Reviewing disciplinary recommendations from Shift Captains and recommending discipline to the PM. Respond to Grievances at Step 2. Tracking discipline issued via database.
	Counseling employees on performance deficiencies as necessary
	Managing the Uniform/Duty Equipment Program, ensuring Officers are receiving appropriate uniforms and replacement articles.
	Reporting Operational, Administrative, and Logistics issues to PM.
	Publishing Memos to staff concerning safety awareness, hazard abatement and performance issues.
	Notifying Project Manager of all disciplinary matters, which may affect clearance eligibility.
	Manage the random urinalysis program.
	Act as a member of the selection panel for management positions, LT promotions and Officer of the Month/Quarter.
	<b>Operations</b>
	Assisting the Project Manager in managing and coordinating Detention Operations for federal detention facility in accordance with PBNDS 2011 and ACA Standards.
	Assisting the Project Manager in overseeing the administration and supervision of federal detainees, ensuring that contract staff observes all rights and privileges afforded to detainees.
	<b>Administrative</b>
	Preparing various reports; forwarding report to COR; presenting invoices to COR. Conducting daily verification of the Record of Presence and computation of productive manpower hours ensuring appropriate signatures, correct math computations, ensuring no transposition errors, and any corrections are executed on the form.
	Reviewing daily and weekly payroll input to Corporate, ensuring sick leave, vacation time is reported.
	Conducting investigations as directed by the Project Manager.
	Reporting all Workers Compensation injuries to Corporate Office.
	Monitors the Safety & Environmental Health Manager for program effectiveness.
<b>Requisites</b>	Bachelor's Degree in appropriate discipline; or at least 3 to 5 years of related industry experience, and have knowledge of program objectives, policies, procedures, and requirements for managing a secure detention/correctional facility. Degree requirement may be met by completion of career development program that includes work related experience, training, or college credits at the level of achievement equivalent to the bachelor's degree.
	Ability to communicate clearly both orally and in writing.
	Computer skills including proficiency in various Microsoft Office Suite programs such as Word, Excel, PowerPoint.
	Organizational skills commensurate with position.
	ACA Membership

### 9.4.3 Training Officer

<b>PD 015</b>	<b>Training Officer</b>
<b>Status</b>	Full time; exempt
<b>Classification</b>	Training/Administrative
<b>Reports to</b>	<b>Assistant Project Manager/Project Manager/ASSET/GPS Operations Managers</b>
<b>Duties</b>	Managing/conducting contract-required and specialized training including coordinating basic training, supervising OJT, monthly interactive and annual refresher training. Ensuring Quarterly Firearms Qualifications are conducted.
	Managing the development of curriculum for training program, revising program as necessary to meet ICE mission requirements. Submitting annual training plan and any revisions to the COR via the PM.
	Devising both classroom and field training programs that will enhance Officer performance of duties.
	Ensuring that new employees are supervised by senior Detention Officers during On-the-Job training to ensure standardization of training administered.
	Managing the Personnel Qualification Standards (PQS) program ensuring that changes are made as pertinent standards/procedures are changed. Ensuring a database of PQS qualifications is maintained.
	Ensuring training completion documentation is submitted to the COR promptly after training completion.
	Preparing/developing training class outlines/handouts, and PowerPoint presentations, ensuring copies provided to the COR.
	Assisting ICE in providing Disturbance Control Team Training to designated individuals on each shift.
	Providing Supervisor training to new Supervisors.
	Developing training tests for training classes to measure Officer retention of data.
	Plan, develop and implement safety and environmental health training with the Safety & Environmental Health Manager.
	Maintaining a training library (videos and course development materials).
	Review/revise company training manual as necessary.
<b>Requisites</b>	<p>Two years' specialized experience as a Training Officer in Detention Operations or combination of higher education and training experience totaling three years. The Training Officer shall:</p> <ul style="list-style-type: none"> <li>-Have a Trainer Certification by an appropriate local, state, federal entity or educational body.</li> <li>-Become a qualified CPR/AED/1<sup>st</sup> Aid instructor prior to entry on duty.</li> <li>-Have knowledge of program objectives, policies, procedures, and requirements for operating a secure detention/correctional facility.</li> <li>-Meet PBNDS 2011 and ACA requirements and be an ACA member.</li> <li>-Have the ability to communicate clearly both orally and in writing; and possess Computer skills including proficiency in various Microsoft Office Suite programs such as Word, Excel, PowerPoint.</li> <li>-Have organizational skills commensurate with position.</li> </ul>



## 9.5 ADDITIONAL STAFF MANAGEMENT POSITION DESCRIPTIONS

### 9.5.1 GPS Corporate Operations Manager

<b>PD 001</b>	<b>GPS Corporate Operations Manager</b>
<b>Classification</b>	Management/Operations/Administration
<b>Reports to</b>	GPS President/Vice President
<b>Duties</b>	<b>Management/Quality Control</b>
	Act as a primary corporate level point of contact for the COR and Facility Director for contract operations matters.
	Act as primary negotiator for Collective Bargaining.
	Conduct periodic Quality Control Reviews on-site.
	Provide management advice/assistance to the Project Manager.
	Monitor staffing and Human Resources activities; grievance resolution.
	Assist with management training.
	Coordinate logistics support for detention operations and food service.
	Coordinate with subcontractor managers

### 9.5.2 Subcontractor Corporate Operations Managers

<b>PD 002</b>	<b>Subcontractor Corporate Operations Manager</b>
<b>Classification</b>	Management/Operations/Administration
<b>Reports to</b>	GPS Corporate Operations Manager/Subcontractor President
<b>Duties</b>	<b>Management/Quality Control/Transportation</b>
	Act as a primary corporate level point of contact for the GPS Corporate Operations Manager for detention and transportation operational matters.
	Act as primary negotiator for Collective Bargaining.
	Conduct periodic Quality Control Reviews on-site.
	Provide management advice/assistance to the Project Manager.
	Monitor staffing and Human Resources activities; grievance resolution.
	Assist with management training.
	Coordinate logistics support for subcontractor operations.

### 9.5.3 Quality Assurance Manager

<b>PD 012</b>	<b>Quality Assurance Manager</b>
<b>Status</b>	Full time, salaried, exempt
<b>Classification</b>	Quality Assurance/Quality Control (QA/QC)
<b>Reports to</b>	COR with information copies to Team GPS Project Manager
<b>Duties</b>	Managing and executing the QA/QC Plan/Program and supervising Q/A Officer.
	Advising the Project Manager on QA/QC findings and making recommendations for improvements to procedures.
	Working with ICE counterparts to ensure PBNDS 2011/ACA compliance and records keeping requirements.
	Conducting continuous Quality Control inspections of Officers on assigned shifts utilizing Form(s) G-324 from PBNDS. Providing daily reports to the PM, Assistant Project Managers and Shift Captains; notifying Shift Captain promptly of any/all serious concerns noted, or performance concerns noted by ICE.
	Conducting daily Quality Assurance inspections per Quality Assurance cycle schedule; forwarding report to COR, Project Manager, and Corporate Operations Managers.
	Assisting the Shift Captains conducting incident investigations.
	Recommending Training Topics to the Training Department based on field observations of Officer performance.
	Responsible for collaborating with the Safety & Environmental Health Manager in collecting

	and analyzing information pertaining to S&EH, such as accident and injury reports.
	Conducts Safety & Environmental Health inspections with the S&EH Manager.
<b>Requisites</b>	<p>Bachelor's degree in appropriate discipline, or 3 to 5 years related industry experience; have knowledge of program objectives, policies, procedures and requirements for managing a secure detention/corrections facility per PBNDS 2011/ACA Standards.</p> <p>ACA Membership.</p> <p>Ability to communicate clearly both orally and in writing.</p> <p>Computer skills including proficiency in various Microsoft Office Suite programs such as Word, Excel, PowerPoint.</p> <p>Organizational skills commensurate with position.</p>

#### 9.5.4 Q/A Officer

<b>PD 012-A</b>	<b>Q/A Officer</b>
<b>Status</b>	Full time, salaried, exempt
<b>Classification</b>	Quality Assurance/Quality Control (QA/QC)
<b>Reports to</b>	Quality Assurance Manager
<b>Duties</b>	<p><b>Quality Assurance</b></p> <p>Assisting Quality Assurance Manager in managing and executing the Quality Assurance Plan/Program.</p> <p>Working with ICE counterparts to ensure PBNDS 2011/ACA compliance and records keeping requirements.</p> <p>Conducting continuous QA/QC inspections of Officers in the field on assigned shifts utilizing approved Quality Assurance Forms derived from PBNDS. Providing daily reports to the PM, Assistant Project Manager and Shift Captains; notifying Shift Captain promptly of any/all serious concerns noted, or performance concerns noted by ICE.</p> <p>Conducting daily Quality Assurance inspections per Quality Assurance cycle schedule; forwarding report to Quality Assurance Manager.</p> <p>Assisting the Shift Captains conducting incident investigations.</p> <p>Recommending Training Topics to the Training Department based on field observations of Officer performance.</p> <p>Conducts Safety &amp; Environmental Health inspections with the S&amp;EH Manager.</p>
<b>Requisites</b>	<p>2 to 3 years related industry experience; have knowledge of program objectives, policies, procedures and requirements for managing a secure detention/corrections facility per PBNDS 2011/ACA Standards.</p> <p>ACA Membership.</p> <p>Ability to communicate clearly both orally and in writing.</p> <p>Computer skills including proficiency in various Microsoft Office Suite programs such as Word, Excel, PowerPoint.</p> <p>Organizational skills commensurate with position.</p>

#### 9.5.5 Safety & Environmental Health Manager

<b>PD 13</b>	<b>Safety &amp; Environmental Health Manager</b>
<b>Status</b>	Full time, salaried, exempt
<b>Classification</b>	Safety
<b>Reports to</b>	Assistant Project Manager/Project Manager
<b>Duties</b>	<p><b>Managing the Team GPS Safety &amp; Environmental Health Program</b></p> <p>Inspect and evaluate the environment, equipment and processes in working areas to ensure compliance with Government safety regulations and industry standards</p> <p>Identify potentially hazardous biological, chemical and radiological materials and collect samples for analysis</p> <p>Develop various safety program presentations for deliver at musters and during training.</p> <p>Recommend changes to protect workers, and educate employees on how to prevent health</p>



	problems through the use of safety and health training programs
	Investigate accidents to identify their causes and recommend preventative measures.
	Conduct Quality Assurance Inspections with the Quality Assurance Manager/Officer with respect to Safety & Environmental Health PBNDS/ACA Standards.
	OSHA Safety & Environmental Health Program Certification or college degree in Occupational Health Safety.
<b>Requisites</b>	2-3 years' experience managing Safety & Environmental Health Programs

### 9.5.6 Assistant Training Officer

<b>PD 015-A</b>	<b>Assistant Training Officer</b>
<b>Status</b>	Full time; exempt
<b>Classification</b>	Training/Administrative
<b>Reports to</b>	Training Officer
<b>Duties</b>	Conducting contract-required and specialized training including coordinating basic training, supervising OJT, monthly interactive and annual refresher training. Ensuring Quarterly Firearms Qualifications are conducted.
	Assisting the Training Officer in the development of curriculum for training program, revising program as necessary to meet ICE mission requirements. Providing input to annual training plan to the Training Officer.
	Devising both classroom and field training programs that will enhance Officer performance of duties.
	Ensuring that new employees are supervised by senior Detention Officers during On-the-Job training to ensure standardization of training administered.
	Monitoring the Personnel Qualification Standards (PQS) program ensuring that changes are made as pertinent standards/procedures are changed. Ensuring a database of PQS qualifications is maintained.
	Ensuring training completion documentation is submitted to the COR promptly after training completion.
	Preparing/developing training class outlines/handouts, and PowerPoint presentations, ensuring copies provided to the COR.
	Assisting ICE in providing Disturbance Control Team Training to designated individuals on each shift.
	Providing Supervisor training to new Supervisors.
	Developing training tests for training classes to measure Officer retention of data.
<b>Requisites</b>	Two years' specialized experience as a Training Officer in Detention Operations or combination of higher education and training experience totaling three years. The Assistant Training Officer shall:
	-Have a Trainer Certification by an appropriate local, state, federal entity or educational body.
	-Become a qualified CPR/AED/1 <sup>st</sup> Aid instructor prior to entry on duty.
	-Have knowledge of program objectives, policies, procedures, and requirements for operating a secure detention/correctional facility.
	-Meet PBNDS 2011 and ACA requirements and be an ACA member.
	-Have the ability to communicate clearly both orally and in writing; and possess Computer skills including proficiency in various Microsoft Office Suite programs such as Word, Excel, PowerPoint.
	-Have organizational skills commensurate with position.

### 9.5.7 Human Resources Manager

<b>PD 017</b>	<b>Human Resources Manager</b>
<b>Status</b>	Full Time; exempt
<b>Classification</b>	Human Resources
<b>Reports to</b>	Project Manager

<b>Duties</b>	<b>Human Resources</b>
	General administrative duties involving personnel related matters including personnel records maintenance; maintaining tracking spreadsheets for cyclic personnel qualifications including TB testing, guard permits, physicals; and related tasking as assigned by Supervisors.
	Maintain records of all applications and hiring decisions ensuring compliance with state and federal requirements. Providing information on terminations, resignations, and promotions/demotions to the Administrative Assistant.
	Tracking all FMLA, Workers Compensation cases and report to Corporate HR.
	Maintaining OSHA Logs/Records.
	Arranging and conducting recruiting seminars and placing media ads for employment as directed by the PM.
	Conducting liaison as necessary with various agencies to recruit employees.
	Arranging for Initial interviewing of prospective employees.
	Conducting background/credit checks on applicants, and e-Verify for new hires.
	Reviewing employment applications and documentation submitted by applicants for employment and security clearance processing.
	Assembling and forwarding e-Qip/security clearance packages to the PM.
	Tracking e-Qip initiations and calling in applicants to complete e-Qip process on line. Notifying Project Manager of e-Qip submissions to COR that have not been initiated with 7 days.
	Assisting the Corporate Insurance Manager by processing employees for insurance program enrollment.
	Assisting the Corporate Human Resources Manager by providing various personnel information and documents pertaining to unemployment claims, and worker's compensation claims.
	Develop, update various Human Resources forms.
	Maintaining Federal/State Dept of Labor Posters
	Assisting the Corporate Human Resources Manager in the preparation of annual EEO/AAP reports through provision of employee data.
	Travel – Travel to various locations to conduct employee seminars.
<b>Requisites</b>	<p>2 years' experience in human resources for 300-500 employees.</p> <p>Combination of higher education and Human Resources experience totaling 2 years.</p> <p>Ability to communicate clearly both orally and in writing; ability to conduct public presentations.</p> <p>Computer skills including proficiency in various Microsoft Office Suite programs such as Word, Excel, PowerPoint.</p> <p>Organizational skills commensurate with position.</p>

### 9.5.8 Food Service Manager

<b>PD 022</b>	<b>Food Service Manager</b>
<b>Status</b>	Full Time, exempt
<b>Classification</b>	Food Service
<b>Reports to</b>	Assistant Project Manager/Project Manager
<b>Duties</b>	The Food Service Manager will act independently or assist in the performance of any and all duties necessary to keep the facility in full operation. Will perform other duties as assigned. Duties include but are not limited, to:
	Ensuring compliance with various PBNDS/ACA Standards, FDA, USDA and OSHA regulations.
	Supervising, directing and scheduling Assistant Food Service Manager, Cook II, Cook I and Food Service Workers.
	Recommending to the Project Manager staffing modifications, promotions, discipline and purchasing.
	Implementing detainee training program in the food service area.
	Ordering of food and other related materials and equipment following company procedures.



	Preparing and submitting “deliverable” reports in functional areas on time and accurately.
	Supporting the QA/QC Program/Plan
	Recommending changes in functional area plans and policies.
	Being responsible for an accurate food inventory program.
	Maintaining a 35 day cycle menu that meets all dietary requirements for regular, vegetarian, medical and special diets.
	Establishing a cleaning schedule which provides for the thorough cleaning of the kitchen facilities within the time frames allotted.
	Ensuring work is completed in a priority established by supervision or facility need. Ensuring all work is completed with a high degree of professionalism, quality.
	Using downtime to maintain a clean and orderly work area and to ensure clerical tasks are up to date. Keeping up to date on departmental and facility safety standards and local codes and policies.
<b>Requisites</b>	<p>At least five years’ experience at Supervisory or management level in institutional custodial or military hospital or dining facility management. Must have experience in purchasing and have experience training and evaluating staff.</p> <p>High School Diploma or equivalent.</p> <p>Must have inter/intra communication skills with employees and department heads. Must be able to follow Standard Codes of Conduct pertaining to interaction with detainee population.</p> <p>May lift or push up to 50 lbs. For extended periods of time may be required to stand or walk; push or pull heavy equipment.</p> <p>Work areas may include all areas of the facility. May be exposed to cleaning chemicals and solvents. May work in close proximity to steam or gas ovens that produce intense heat. Works in close proximity to detainee population.</p>

### 9.5.9 Assistant Food Service Manager

<b>PD 023</b>	<b>Assistant Food Service Manager</b>
<b>Status</b>	Full Time, exempt
<b>Classification</b>	Food Service
<b>Reports to</b>	Food Service Manager
<b>Duties</b>	The Assistant Food Service Manager will assist the Food Service Manager in the performance of any and all duties necessary to keep the facility in full operation. Will perform other duties as assigned. Duties include but are not limited, to:
	Ensuring compliance with various PBNDS/ACA Standards, FDA, USDA and OSHA regulations.
	Supervising, directing and scheduling Assistant Food Service Manager, Cook II, Cook I and Food Service Workers.
	Recommending to the Food Service Manager staffing modifications, promotions, discipline and purchasing.
	Implementing detainee training program in the food service area.
	As directed by the Food Service Manager, ordering of food and other related materials and equipment following company procedures.
	Compiling various “deliverable” reports in functional areas on time and accurately.
	Maintains Food Service Management Files
	Acts as Time Keeper for Food Service Staff
	Supporting the QA/QC Program/Plan
	Recommending changes in functional area plans and policies.
	Conducting/supervising food inventories.
	Ensuring the 35 day cycle menu is executed per planning.
	Ensuring cleaning schedule is carried out.
	Ensuring work is completed in a priority established by supervision or facility need. Ensuring all work is completed with a high degree of professionalism, quality.
	Using downtime to maintain a clean and orderly work area and to ensure clerical tasks are up to

	date. Keeping up to date on departmental and facility safety standards and local codes and policies.
<b>Requisites</b>	<p>At least three years' experience at Supervisory or management level in institutional custodial or military hospital or dining facility management. Must have experience in purchasing and have experience training and evaluating staff.</p> <p>High School Diploma or equivalent.</p> <p>Must have inter/intra communication skills with employees and department heads. Must be able to follow Standard Codes of Conduct pertaining to interaction with detainee population.</p> <p>May lift or push up to 50 lbs. For extended periods of time may be required to stand or walk; push or pull heavy equipment.</p> <p>Work areas may include all areas of the facility. May be exposed to cleaning chemicals and solvents. May work in close proximity to steam or gas ovens that produce intense heat. Works in close proximity to detainee population.</p>

### 9.5.10 Shift Captain

<b>PD 007</b>	<b>Shift Captain (Operations Supervisor)</b>
<b>Status</b>	Full time, non-exempt
<b>Classification</b>	Operations Supervision/Quality Control/Administration
<b>Reports to</b>	Assistant Project Manager/Project Manager
<b>Duties</b>	<p><b>Operations Supervision/Quality Control/Administration</b></p> <p>Observe shift muster; provide pass down to on-coming shift; conduct personnel inspection, forward discrepancy reports as necessary to the PM/Assistant Project Managers.</p> <p>Directly supervising the Shift Supervisors in performance of duties.</p> <p>Supervise shift operations, ensuring Officers are performing their duties in accordance with post orders. Ensure all counts are conducted at prescribed times.</p> <p>Review Supervisor Post Checks/Prepare Daily Operations summary.</p> <p>Act Incident Commander in conjunction with ICE.</p> <p>Responding to any/all incidents occurring on shift. Supervising preparation of required incident reports, ensuring the PM/Assistant Project Manager/COR is notified of all serious incidents involving injury, attempted escape, escape, lost/misplaced keys, etc. Ensuring SIEA notified of all incidents and that initial reports are submitted prior to end of shift. Ensuring PM/COR provided with copies of reports by beginning of next business day.</p> <p>Conducting employee/Detainee injury investigations in accordance with policies, ensuring photos are taken, and reports prepared. Conducting Field Drug Screenings.</p> <p>Reviewing Record of Presence to ensure all shift personnel have signed in/out properly. (The off-going shift Captain will not depart until all ROP issues are resolved.)</p> <p>Conducting daily equipment inventory of controlled equipment.</p> <p>Preparing performance appraisals for Shift Supervisors.</p>
<b>Requisites</b>	<p>2 years' experience as a detention/corrections operations Supervisor of equal or lower rank.</p> <p>Ability to communicate clearly both orally and in writing;</p> <p>Computer skills including proficiency in various Microsoft Office Suite programs such as Word, Excel, PowerPoint.</p> <p>Organizational skills commensurate with position.</p>



## **9.6 ADDITIONAL CORPORATE RESUMES**

GPS is owned by Bering Straits Native Corporation (BSNC), headquartered in the historic city of Nome, Alaska. BSNC is the ANCSA Regional Corporation for the Bering Straits Region. GPS is one of 17 active BSNC subsidiaries and is registered as a Small Business Administration (SBA) small disadvantaged business and 8(a) certified contractor.

Our collective corporate environment enables each subsidiary (sister company) to gain from management experience, resources and past performance. The same corporate personnel who have previously led BSNC companies to excellence in service will direct GPS on future service contracts, including with operations, contract administration, human resources, information technology (IT), quality control, safety, security, and accounting and financial support. For more than 10 years, the Bering Straits Family of Companies has supported hundreds of contracts for Federal, state, local Governments and commercial customers.

As an example of our corporate management expertise, GPS Vice President Z. Daniel Graham as well as BSNC COO, Krystal Nelson, previously managed the Port Isabel Detention Center (PIDC) as Prime Contractor representatives, and managed subcontracts with Prime Asset for the El Centro (ECSPC) and Florence Service Processing Centers (FSPC).

Team GPS has elected to include resumes for GPS Vice President, Z. Daniel Graham and BSNC COO Krystal Nelson. We include their resumes to illustrate our management team's experience with DHS ICE facilities, operations and contracting activities.

## **9.6.1 Z. Daniel Graham, VP of Global Precision Systems, LLC**

### **QUALIFICATIONS SUMMARY**

Mr. Graham has more than 20 years of experience managing Government and private sector engineering, construction, and DHS ICE programs.

### **WORK HISTORY**

#### ***Bering Straits Native Corporation, Anchorage, AK***

***2014 – Present***

**Vice President of Corporate Development.** As part of the Sr. Executive team for BSNC, Mr. Graham develops and oversees corporate strategy and direction as approved by the Board of Directors. He serves as President of two 8(a) subsidiary companies, Eagle Eye Electric and Global Precision Systems, with responsibility for overall performance of these companies. He performs business development and operational oversight on behalf of the corporation. He will act as the overall supervisor to the EPSC operations.

#### ***Ahtna, Incorporated***

***2009-2014***

**President/CEO.** As the President of the three largest subsidiary companies owned by Ahtna Incorporated, Mr. Graham provided overall leadership and executive management for a combined \$150 million in annual revenues. His duties span 13 corporate and dozens of project offices with a staff of over 1500 personnel. His responsibilities included: Implement and enforce corporate programs and training requirements for staff to assure the safety of all employees. Develop and implement strategic plans to advance corporate mission and objectives, and promote revenue, profitability, and growth. ***Mr. Graham's experience maintains the continuity and institutional knowledge that the DHS/ICE requires for the continued successful implementation and operations of the EPSC contract based on his experience overseeing operations at PIDC, Florence Services Processing Center, and El Centro Processing Center.***

#### ***Ahtna, Incorporated***

***2006-2009***

**Vice President and COO.** As Vice President and Chief Operating Officer, Mr. Graham managed the establishment and optimization of Ahtna's day-to-day operations. His duties included: Establish direction on key performance issues, strategic planning and resource allocation. Develop the corporate organizational structure. Ensure quality control of construction and environmental projects. Identify and develop an overall leadership structure and team. Establish/enhance operational processes. Communicate with department heads to ensure each was fully apprised of objectives. Set operational and/or performance goals for each department. Ensure activities complied with organizational requirements for quality management. Provide proactive leadership in high-priority situations. Manage, and monitor corporate insurance programs and bonding utilization. Establish financial performance requirements and market goals for various departments. Benchmark key performance indicators and major processes to move towards project management best practices and assure consistency of these indicators across programs. Assure compliance with all external regulatory agencies and organizations for all areas of responsibility. Maintain effective stakeholder relations. Align all work and resource management with the parent company's mission, vision, philosophy, values, goals, and strategic imperatives.





*Ahtna Government Services Corporation, Operations Manager* **2001 – 2006**  
**Operations Manager**

*Foster Wheeler Environmental Corporation* **1999 – 2001**  
**Environmental Engineer and Quality Control Manager**

*Space Mark Incorporated* **1997 – 1998**  
**Engineer**

*Foster Wheeler Environmental Corporation*  
**Environmental/Project Controls Engineer**

#### **EDUCATION/TRAINING/AWARDS**

- B.S., Civil Engineering, Villanova University 1994
- Registered Professional Civil Engineer, Alaska #10579
- Certified Project Management Professional, Project Management Institute #1304181
- 2011 Top 40 under 40, Alaska Journal of Commerce

## **9.6.2 Krystal Nelson, Chief Operating Officer for BSNC**

### **QUALIFICATIONS SUMMARY**

Ms. Nelson has 18 Years' experience working in the public and private business sectors as well as 8 Years' experience leading 8(a) ANCs. She is currently managing all Bering Straits Native Corporation subsidiary operations as the Chief Operating Officer. *Throughout her career, she has gained experience in negotiation of high level contracts up to \$100M with agencies such as Alaska Army National Guard, Social Security Administration, Department of Homeland Security and Immigration and Customs Enforcement (DHS/ICE), U.S. Army Corps of Engineers.* She has successfully negotiated favorable economic terms in multiple collective bargaining agreements ensuring the employer retains its right to manage and run its operations as it sees fit with respect to job assignments, work rules, and flexibility in operations, despite unions' consistent efforts to curtail such management rights in collective bargaining.

### **WORK HISTORY**

#### ***Bering Straits Native Corporation***

***2014 – Present***

**Chief Operating Officer (COO).** As the Chief Operating Officer, Ms. Nelson provides oversight and monitors the day-to-day operations of BSNC and subsidiaries, improving efficiency and effectiveness of business activities, Government contracts, and private industry projects. She is responsible for strategic planning, policy production and implementation, business strategy formation and implementation, and provides overall direction of the Company's Business Operations. She plans, directs and coordinates all operational activities for BSNC and all subsidiary companies at the highest level of management with the help of subordinate executives and managers in support of parent company policies, goals and objectives. She leads, plans, provides oversight, and coordinates the entire operation environment of BSNC and subsidiaries, affiliates, and joint ventures toward the achievement of established operating objectives. She is responsible for the establishment and attainment of short- and long-term financial and operational goals and directs the development of the organization to ensure future growth. *Ms. Nelson's experience maintains the continuity and institutional knowledge that the DHS/ICE requires for the continued successful implementation and operations of the EPSPC contract based on her experience overseeing operations at PIDC, Florence Services Processing Center (FSPC), and El Centro Processing Center (ECSPC).*

#### ***Ahtna Senior Vice President and COO***

***2006 - 2014***

Executive leader of four active subsidiaries with \$150 Million in annual gross revenue, and over 1,800 employees located in more than 50 offices across the U.S. and abroad. Managed the development, operations, and financial aspects of the organization's products and services including the operations of PIDC, ECSPC, and FSPC. Directed operations functions and sequences of work to obtain optimum utilization of work force and resources and meet revenue projections within budget with a utilization efficiency rate of 80%. *Restructured ATSI through a reorganization and contract re-negotiations resulting in a now profitable company within six months.*



***RISE Alaska, LLC***

***1998 - 2006***

**Manager of Finance and Administration.** Financial leader with \$40M in revenue, and contract management for multiple Alaska landmark projects ranging from \$60M to \$200M. RISE Alaska (now Arcadis), is one of Alaska's largest program and construction management firms. As the Manager of Finance and Administration, provided contract administration for multiple prime and sub-contracts for several clients including the Alaska Aerospace Development Corporation for the Kodiak Launch Complex, Alaska Department of Transportation for the multi-million dollar Anchorage and Fairbanks International Airport Redevelopment Programs, and the Municipality of Anchorage overseeing projects ranging from \$60 million to \$200 million including the New Anchorage Jail, Anchorage Museum Expansion, *Dena'ina Civic and Convention Center*, multiple new fire stations, Ben Boeke Ice Arena, and multiple road improvement projects. Also accountable for all aspects of the firm's financial matters to include human resources, procurement, accounting, budgets, controls, payroll, and cash flow analysis.

***Alaska State Legislature***

***1996 – 1998***

**Legislative Aide.** Ensured overall sound fiscal management and accounting practices in a period of budgetary shortfalls and departmental downsizing. As an Alaska State Legislative Aide gained extensive knowledge of federal, state, and municipal Government processes. Managed community relations for a state senator, staffed the Alaska State Senate Finance Committee, oversaw budget preparation for the Alaska Department of Transportation, Commerce and Economic Development, and Environmental Conservation.

**EDUCATION/TRAINING/CERTIFICATIONS/LICENSES**

- B.A., Political Science from the University of Texas

**AWARDS & AFFILIATIONS**

- Anchorage Downtown Rotary President 06/2007-2008
- Assistant District Governor for Rotary District 5010 07/2011 – 06/2014
- Co-Chair Rotary District 5010 Annual Conference 2014 - 2015
- Recipient of the Alaska Top 40 Under 40 award

**SECTION D—PACKAGING AND MARKING**

There are no clauses incorporated with this section for this RFP.

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**[END OF SECTION D]**



## SECTION E—INSPECTION AND ACCEPTANCE

**E.1    52.246-2    Inspection of Supplies-Fixed Price.                    (AUG 1996)**

**E.2    52.246-4    Inspection of Services-Fixed Price.                    (AUG 1996)**

**E.3    52.246-16   Responsibility for Supplies.                                (APR 1984)**

### **E.4    Inspection Requirements**

Review of Deliverables ---

(a) The COR will provide written acceptance, comments and/or change requests, if any, within thirty (30) business days from receipt by the Government of the initial deliverable.

(b) Upon receipt of the Government comments, the Contractor shall have fifteen (15)

business days to incorporate the Government's comments and/or change requests and to resubmit the deliverable in its final form.

(c) If written acceptance, comments and/or change requests are not issued by the Government within thirty (30) calendar days of submission, the draft deliverable shall be deemed acceptable as written and the Contractor may proceed with the submission of the final deliverable product.

The Contractor shall provide all deliverables to the COR in Microsoft Excel, PowerPoint or Word format.

### **Deliverables Chart --**

#	Deliverable	Due Date
1.	Final Version of the Quality Control Plan	Within 30 calendar days of award of contract
2.	Policy and Procedures Manual	Within 30 calendar days of award of contract
3.	Standard Operating Procedures	No later than two months after date of award
4.	Post Orders	Within 30 calendar days of award of contract, annually and as requested by the COR.

5.	Communication Plan	Within 30 calendar days of award of contract
6.	Resumes of Key Personal	Prior to Entry on Duty (EOD)
7.	Organizational Chart	Upon COR Request
8.	Notification of change in employee's health status	Immediately
9.	Employee termination, transfer, suspension, personnel action relating to disqualifying information or incidents of delinquency	Immediately (immediate verbal report, with written follow-up Contract Exit Checklist)
10.	Report of any on contract employee misconduct	Immediately (immediate verbal report, with written follow-up)
11.	e-Qip Security Process	Prior to Entry on Duty (EOD)
12.	Physical Force Incident Reports	Verbal Immediately and written report within 2 hours of incident but no later than the end of shift
13.	Written Report of escapes	Prior to end of shift (verbal report immediately, with written report no later than end of shift)
14.	Physical harm or threat to safety, health or welfare	Immediately and follow-up within 24 hours of incident
15.	Drug Test Results	Upon EOD and as requested by COR
16.	Emergency Call Back Roster	Quarterly or as needed
17.	Finalized Training Plan, with Curriculum	Within 30 calendar days of award of contract



18.	Monthly Training Forecast	Monthly
19.	Daily Time Sheet	Daily
20.	Emergency Action Plan	No later than two months after date of award
21.	Sexual Assault & Suicide Prevention Program	No later than two months after date of award
22.	Firearms Training Certificates	Quarterly
23.	Officer Testing Questions and Results	Post award, as needed by the COR
24.	Key, Tool Cabinet Inventory Class A and Class B Log	At the beginning of day and end of each shift
25.	Equipment Inventory	Annually
26.	Regular Tool Control Log	Monthly
27.	Detainee Volunteer Work Screening Form (Request Form)	As required
28.	Detainee Volunteer Work Program Training Form	As required
29.	Detainee Volunteer Laundry Facility Work Detail Pay List	Per Shift
30.	Sanitation Checklist	Twice daily
31.	Safety Devices/Equipment Training Plan	Quarterly

32.	Chemical Perpetual Inventory Sheet	Monthly or as requested by COR
33.	Compliance and Independent Audit Report	Annually
34.	Key Indicators Report	Weekly (Every Monday)
35.	General Supply/Inventory Plan	Within 30 calendar days after award of contract, then Quarterly
36.	Commissary Menu including changes	Reviewed and Approved by COR
37.	Commissary Inventory List	Monthly
38.	Statement of Detainee Funds Accounts	Monthly and/or as requested by COR
39.	IT Security Plan	Within 30 calendar days after award of contract
40.	Finalized List of Approved Food Vendors	Within 30 calendar days after award of contract and upon any changes thereafter
41.	Prime Vendor/Food Service Expenditures	Monthly and Quarterly or as requested by the COR
42.	Employee Meal Ticket Sales Report	Weekly or as requested by the COR
43.	Number of Meals Served per meal/Daily Meal Count	Monthly and Quarterly
44.	14 Day Common Fare Menu	Monthly
45.	35 Day Regular Menu	Monthly
46.	Detainee Special Needs Menu	Monthly



47.	Daily Diet List (Medical & Religious)	Daily
48.	Religious Holiday Menus	Annually
49.	Emergency Food Preparation and Service Schedule	Within 30 calendar days of award of contract
50.	ACA Temperature Log Report (refrigerators, freezers, dishwasher temperatures and water)	Three times a day (with a cumulative monthly report)
51.	Food Service Weekly Inspection Log	Weekly
52.	Sack Lunch Report	Monthly
53.	Food Handler Certification	To be maintained for all food service employees
54.	Detainee Food Service Training Conducted	Monthly
55.	Food and Non-Food Inventory	Monthly
56.	Maintenance Service Work Orders	As required
57.	Common Fare Cost for Detainees	Quarterly
58.	Authorized Detainee Worker List Weekly Schedule	Weekly
59.	Detainee Volunteer Food Service Work Detail Pay List	Per Shift
60.	Monthly Medical Inspection Corrective	Monthly

	Actions	
61.	Certified Dietician In-Service Staff Training and Department Inspection	Quarterly
62.	Medical Clearance	For all new employees and after diagnosed with illness or communicable disease. Employees must be re-examined and medically cleared before returning to work.
63.	Non-Edible Food Service Supply Usage Report (Equipment and Supplies)	Monthly
64.	Menu Cycle (Revisions and Registered Dietician Recertification of all menus)	Every Six (6) Months
65.	End of Month Food Service Expenditure Report, Cost Per Meal Data, meal headcount report	Monthly
66.	Serving Line Temperature Report	Per meal, per item
67.	Daily Food Usage Report	Daily
68.	Food Service Area Cleaning Schedule	Weekly
69.	Weekly Perpetual Inventory/Log Sheet (Food Services)	Weekly
70.	Additional Reports as requested by the COR	As needed
71.	Veterinary Food Service Inspection, DSM	Monthly



	inspection, etc.	
72.	CDL Licence	Upon contract award and prior to new officers performing on contract
73.	Food Handlers certification/serve safe cert, etc.	Prior to new staff working on contract
74.	Chemical logs	Weekly
75.	Invoice supporting documents: daily by-name detainee bedcount, Shu counts, etc.,	Monthly with invoice
76.	Transportation supporting documents: lodging receipts, list of detainees, mileage, driver names, times, routes, vehicle info, etc.	Monthly with invoice
77.	Firearms License/Certifications	Upon contract award and quarterly thereafter

**\*All monthly deliverables shall be provided to the COR no later than the 5<sup>th</sup> day of the next month.**

#### **E.5 Acceptance Criteria**

The Government will provide written notification of acceptance or rejection of all final deliverables within thirty (30) calendar days. Absent written notification, final deliverables may be construed as accepted. All notifications of rejection will be accompanied with an explanation of the specific deficiencies causing the rejection.

**[END OF SECTION E]**

## **SECTION F—DELIVERIES OR PERFORMANCE**

**F.1 52.242-15 Stop-Work Order. (AUG 1989)**

**F.2 52.242-17 Government Delay of Work. (APR 1984)**

**F.3 Places of Performance**

El Paso Service Processing Center  
8915 Montana Ave  
El Paso, TX 79925

**F.4 Period of Performance**

The period of performance for this contract is anticipated to be a sixty (60) day transition period, a (10) month base period and six (6), twelve (12) month option periods.

**F.5 FAR 52.217-9 Option to Extend the Term of the Contract (MAR 2000)**

(a) The Government may extend the term of this contract by written notice to the Contractor within 15 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed seven years and six months.

(End of clause)

**[END OF SECTION F]**



## SECTION G—CONTRACT ADMINISTRATION

### G.1 Contract Management

Notwithstanding the Contractor's responsibility for total management responsibility during the performance of this contract, the administration of the contract will require maximum coordination between the ICE and the Contractor.

The individuals outlined in Section G will be the Government points of contact during the performance of this contract for their respective roles as identified herein:

#### Contract Specialist:

(b)(6),(b)(7)(C)

Office of Acquisition Management – Detention, Compliance & Removals  
Immigration & Customs Enforcement  
801 I Street NW, Suite (b)(6),(b)(7)(C)  
Washington, DC 20536  
Email: (b)(6),(b)(7)(C)  
Office: (202) 732-7333 (b)(6),(b)(7)(C)  
Fax: (202) 732-7333

#### Contracting Officer:

(b)(6),(b)(7)(C)

Office of Acquisition Management – Detention, Compliance & Removals  
Immigration & Customs Enforcement  
801 I Street NW, Suite (b)(6),(b)(7)(C)  
Washington, DC 20536  
Email: (b)(6),(b)(7)(C)  
Office: (202) 732-7333 (b)(6),(b)(7)(C)  
Fax: (202) 732-7333

The CO has the authority to award, modify or terminate contracts and obligate Government funds. The CO is responsible for ensuring performance of all necessary actions for effective contracting, ensuring compliance with the terms of the contract, and safeguarding the interest of the United States in its contractual relationships.

### G.2 Contracting Officer's Representative (COR)

The following individual is designated and authorized by the CO to perform contract administration functions related to the technical performance of this contract.

Bernard Henderson  
Immigration & Customs Enforcement  
Enforcement & Removal Operations

The COR's principal role is to support the CO in managing the contract, providing technical administration and direction within the scope of the contract, managing technical execution, monitoring performance and ensuring requirements are met within the terms of the contract.

### **G.3 Invoice Requirements**

1. Invoice Submission: Invoices shall be submitted in a ".pdf" format in accordance with the contract terms and conditions [Contract Specialist and Contracting Officer to disclose if on a monthly basis or other agreed to terms"] via email, United States Postal Service (USPS) or facsimile as follows:

a) Email:

- [Invoice.Consolidation@ice.dhs.gov](mailto:Invoice.Consolidation@ice.dhs.gov)
- Contracting Officer Representative (COR) or  
Government Point of Contact (GPOC)
- Contract Specialist/Contracting Officer

Each email shall contain only (1) invoice and the invoice number shall be indicated on the subject line of the email.

b) USPS: DHS, ICE

Financial Operations - Burlington

P.O. Box 1620

Williston, VT 05495-1620

ATTN: ICE-ERO-SPC-FEP-ELP

The Contractors Data Universal Numbering System (DONS) Number must be registered and active in the System for Award Management (SAM) at <https://www.sam.gov> prior to award and shall be notated on every invoice submitted to ensure prompt payment provisions are met. The ICE program office identified in the task order/contract shall also be notated on every invoice.

c) Facsimile:

Alternative Invoices shall be submitted to: (802)-288-7658



Submissions by facsimile shall include a cover sheet, point of contact and the number of total pages.

Note: the Service Providers or Contractors Dunn and Bradstreet (D&B) DONS Number must be registered in the System for Award Management (SAM) at <https://www.sam.gov> prior to award and shall be notated on every invoice submitted to ensure prompt payment provisions are met. The ICE program office identified in the task order/contract shall also be notated on every invoice.

2. Content of Invoices:

a) Each invoice shall contain the following information in accordance with 52.212-4 (g), as applicable:

(i) Name and address of the Service Provider/Contractor. Note: the name, address and DUNS number on the invoice MUST match the information in both the Contract/Agreement and the information in the SAM. If payment is remitted to another entity, the name, address and DUNS information of that entity must also be provided which will require Government verification before payment can be processed;

(ii) Dunn and Bradstreet (D&B) DUNS Number;

(iii). Invoice date and invoice number;

(iv) Agreement/Contract number, contract line item number and, if applicable, the order number;

(v) Description, quantity, unit of measure, unit price, extended price and period of performance of the items or services delivered;

(vi) If applicable, shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;

(vii) Terms of any discount for prompt payment offered;

(viii) Remit to Address;

(ix) Name, title, and phone number of person to resolve invoicing issues;

- (x) ICE program office designated on order/contract/agreement and
- (xi) Mark invoice as "Interim" (Ongoing performance and additional billing expected) and "Final" (performance complete and no additional billing)
- (xii) Electronic Funds Transfer (EFT) banking information in accordance with 52.232-33 Payment by Electronic Funds Transfer - System for Award Management or 52-232-34, Payment by Electronic Funds Transfer - Other than System for Award Management.

3. Invoice Supporting Documentation. To ensure payment, the vendor must submit supporting documentation which provides substantiation for the invoiced costs to the Contracting Officer Representative (COR) or Point of Contact (POC) identified in the contract. Invoice charges must align with the contract CLINs. Supporting documentation is required when guaranteed minimums are exceeded and when allowable costs are incurred. Details are as follows:

a) Guaranteed Minimums. If a guaranteed minimum is not exceeded on a CLIN(s) for the invoice period, no supporting documentation is required. When a guaranteed minimum is exceeded on a CLIN (s) for the invoice period, the Contractor is required to submit invoice supporting documentation for all detention services provided during the invoice period which provides the information described below:

(i) Detention Bed Space Services

- Bed day rate;
- Detainees check-in and check-out dates;
- Number of bed days multiplied by the bed day rate;
- Name of each detainee;
- Detainees identification information

(ii). Allowable Incurred Cost. Fixed Unit Price Items (items for allowable incurred costs, such as transportation services, stationary guard or escort services, transportation mileage or other Minor Charges such as sack lunches and detainee wages): shall be fully supported with documentation substantiating the costs and/or reflecting the established price in the contract and shall be submitted in .pdf format:



(iii) Detention Bed Space Services. For detention bed space CLINs without a GM, the supporting documentation must include:

- Bed day rate;
- Detainees check-in and check-out dates;
- Number of bed days multiplied by the bed day rate;
- Name of each detainee;
- Detainees identification information

(iv) Transportation Services: For transportation CLINs without a GM, the supporting documentation must include:

- Mileage rate being applied for that invoice;
- Number of miles;
- Transportation routes provided;
- Locations serviced;
- Names of detainees transported;
- Itemized listing of all other charges; and,
- For reimbursable expenses (e.g. travel expenses, special meals, etc.) copies of all receipts.

(v) Stationary Guard Services: The itemized monthly invoice shall state:

- The location where the guard services were provided,
- The employee guard names and number of hours being billed,
- The employee guard names and duration of the billing (times and dates), and
- For individual or detainee group escort services only, the name of the detainee(s) that was/were escorted.

(vi) Other Direct Charges (e.g. VTC support, transportation meals/sack lunches, volunteer detainee wages, etc.):

b) The invoice shall include appropriate supporting documentation for any direct charge billed for reimbursement. For charges for detainee support items (e.g. meals,

wages, etc.), the supporting documentation should include the name of the detainee(s) supported and the date(s) and amount(s) of support.

3. Safeguarding Information: As a contractor or vendor conducting business with Immigration and Customs Enforcement (ICE), you are required to comply with DHS Policy regarding the safeguarding of Sensitive Personally Identifiable Information (PII). Sensitive PII is information that identifies an individual, including an alien, and could result in harm, embarrassment, inconvenience or unfairness. Examples of Sensitive PII include information such as: Social Security Numbers, Alien Registration Numbers (A-Numbers), or combinations of information such as the individuals name or other unique identifier and full date of birth, citizenship, or immigration status.

a) As part of your obligation to safeguard information, the follow precautions are required:

(i) Email supporting documents containing Sensitive PII in an encrypted attachment with password sent separately to the Contracting Officer Representative assigned to the contract.

(ii) Never leave paper documents containing Sensitive PII unattended and unsecure. When not in use, these documents will be locked in drawers, cabinets, desks, etc. so the information is not accessible to those without a need to know.

(iii) Use shredders when discarding paper documents containing Sensitive PII.

(iv) Refer to the DHS Handbook for Safeguarding Sensitive Personally Identifiable Information (March 2012) found at (b)(7)(E)

(b)(7)(E)

more information on and/or

examples of Sensitive PII.

4. Invoice Inquiries. If you have questions regarding payment, please contact ICE Financial Operations at:

- 1-877-491-6521 or by e-mail at OCFO.CustomerService@ice.dhs.gov.

**[END OF SECTION G]**



## **SECTION H—SPECIAL CONTRACT REQUIREMENTS**

### **H.1 Contractor's Insurance**

The Contractor shall maintain insurance in an amount not less than \$3,000,000 to protect the Contractor from claims under workman's compensation acts and from any other claims for damages for personal injury, including death which may arise from operations under this contract whether such operations by the Contractor itself or by any subcontractor or anyone directly or indirectly employed by either business entity. The Contractor shall maintain General Liability insurance: bodily injury liability coverage written on a comprehensive form of policy of at least \$500,000 per occurrence is required.

Additionally, an automobile liability insurance policy providing for bodily injury and property damage liability covering automobiles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property coverage. Certificates of such insurance shall be subject to the approval of the CO for adequacy of protection. All insurance certificates required under this contract shall provide 30 days advance notice to the Government of any contemplated cancellation.

The Contractor shall provide that all staff having access to detainee monies and valuables are bonded in an amount sufficient to ensure reimbursement to the detainee by the Contractor in case of loss.

### **H.2 Security Requirements**

#### **REQUIRED SECURITY LANGUAGE FOR SENSITIVE/BUT UNCLASSIFIED (SBU) CONTRACTS**

#### **SECURITY REQUIREMENTS**

##### **GENERAL**

The Department of Homeland Security (DHS) has determined that performance of the tasks as described in Contract HSCEDM-15-D-00009 requires that the Contractor, subcontractor(s), vendor(s), etc. (herein known as Contractor) have access to sensitive DHS information, and that the Contractor will adhere to the following. The Contractor shall prescreen all prospective employees under this contract for suitability prior to submitting names to the Government for investigation.

##### **SUITABILITY DETERMINATION**

DHS will exercise full control over granting; denying, withholding or terminating

unescorted government facility and/or sensitive Government information access for Contractor employees, based upon the results of a background investigation. DHS may, as it deems appropriate, authorize and make a favorable expedited pre-employment determination based on preliminary security checks. The expedited pre-employment determination will allow the employees to commence work temporarily prior to the completion of the full investigation. The granting of a favorable pre-employment determination shall not be considered as assurance that a favorable full employment determination will follow as a result thereof. The granting of a favorable pre-employment determination or a full employment determination shall in no way prevent, preclude, or bar the withdrawal or termination of any such access by DHS, at any time during the term of the contract. No employee of the Contractor shall be allowed to begin work and/or access sensitive information or systems without a favorable decision or full employment determination by the Office of Professional Responsibility, Personnel Security Unit (OPR-PSU). No employee of the Contractor shall be allowed unescorted access to a Government facility without a favorable pre-employment determination or full employment determination by the OPR-PSU. Contract employees are processed under the DHS Management Directive 6-8.0. The contractor shall comply with the pre-screening requirements specified in the DHS Special Security Requirement – Contractor Pre-Screening paragraph located in this contract, if HSAR clauses 3052.204-70, Security Requirements for Unclassified Information Technology (IT) Resources; and/or 3052.204-71, Contractor Employee Access are included in the Clause section of this contract.

## **BACKGROUND INVESTIGATIONS**

Contract employees (to include applicants, temporaries, part-time and replacement employees) under the contract, needing access to sensitive information, shall undergo a position sensitivity analysis based on the duties each individual will perform on the contract. The results of the position sensitivity analysis shall identify the appropriate background investigation to be conducted. Background investigations will be processed through the Personnel Security Unit. Prospective Contractor employees shall submit the following completed forms to the Personnel Security Unit through the Contracting Offices Representative (COR), no less than 35 days before the starting date of the contract or 5 days prior to the expected entry on duty of any employees, whether a replacement, addition, subcontractor employee, or vendor:

- 1) Standard Form 85P, "Questionnaire for Public Trust Positions" Form will be submitted via e-QIP (electronic Questionnaires for Investigation Processing) **(2 copies)**
- 2) FD Form 258, "Fingerprint Card" **(2 copies)**
- 3) Foreign National Relatives or Associates Statement
- 4) DHS 11000-9, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act"



- 5) Optional Form 306 Declaration for Federal Employment (applies to contractors as well)
- 6) Authorization for Release of Medical Information

Prospective Contractor employees who currently have an adequate current investigation and security clearance issued by the Defense Industrial Security Clearance Office (DISCO) or by another Federal Agency may not be required to submit complete security packages, and the investigation will be accepted for adjudication under reciprocity.

An adequate and current investigation is one where the investigation is not more than five years old and the subject has not had a break in service of more than two years.

Required forms will be provided by DHS at the time of award of the contract. Only complete packages will be accepted by the OPR-PSU. Specific instructions on submission of packages will be provided upon award of the contract.

Be advised that unless an applicant requiring access to sensitive information has resided in the US for three of the past five years, the Government may not be able to complete a satisfactory background investigation. In such cases, DHS retains the right to deem an applicant as ineligible due to insufficient background information.

The use of Non-U.S. citizens, including Lawful Permanent Residents (LPRs), is not permitted in the performance of this contract for any position that involves access to DHS IT systems and the information contained therein, to include, the development and/or maintenance of DHS IT systems; or access to information contained in and / or derived from any DHS IT system.

#### **TRANSFERS FROM OTHER DHS CONTRACTS:**

Personnel may transfer from other DHS Contracts provided they have an adequate and current investigation (see above). If the prospective employee does not have an adequate and current investigation an eQip Worksheet will be submitted to the Intake Team to initiate a new investigation. Transfers will be submitted on the COR Transfer Form which will be provided by the Dallas PSU Office along with other forms and instructions.

#### **CONTINUED ELIGIBILITY**

If a prospective employee is found to be ineligible for access to Government facilities or information, the COR will advise the Contractor that the employee shall not continue to work or to be assigned to work under the contract.

The OPR-PSU may require drug screening for probable cause at any time and/ or when

the contractor independently identifies, circumstances where probable cause exists.

The OPR-PSU may require reinvestigations when derogatory information is received and/or every 5 years.

DHS reserves the right and prerogative to deny and/ or restrict the facility and information access of any Contractor employee whose actions are in conflict with the standards of conduct, 5 CFR 2635 and 5 CFR 3801, or whom DHS determines to present a risk of compromising sensitive Government information to which he or she would have access under this contract.

## **REQUIRED REPORTS**

The Contractor will report any adverse information coming to their attention concerning contract employees under the contract to the OPR-PSU through the COR. Reports based on rumor or innuendo should not be made. The subsequent termination of employment of an employee does not obviate the requirement to submit this report. The report shall include the employees' name and social security number, along with the adverse information being reported.

The Contractor will notify OPR-PSU of all terminations/ resignations within five days of occurrence. The Contractor will return any expired DHS issued identification cards and building passes, or those of terminated employees to the COR. If an identification card or building pass is not available to be returned, a report must be submitted to the COR, referencing the pass or card number, name of individual to whom issued, the last known location and disposition of the pass or card. The COR will return the identification cards and building passes to the responsible ID Unit.

Submit reports to the email address: [psu-industrial-security@ice.dhs.gov](mailto:psu-industrial-security@ice.dhs.gov).

## **EMPLOYMENT ELIGIBILITY**

The contractor shall agree that each employee working on this contract will successfully pass the DHS Employment Eligibility Verification (E-Verify) program operated by USCIS to establish work authorization.

The E-Verify system, formerly known as the Basic Pilot/Employment Eligibility verification Program, is an Internet-based system operated by DHS USCIS, in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees. E-Verify represents the best means currently available for employers to verify the work authorization of their employees.

The Contractor must agree that each employee working on this contract will have a Social Security Card issued and approved by the Social Security Administration. The Contractor shall be responsible to the Government for acts and omissions of his own



employees and for any Subcontractor(s) and their employees.

Subject to existing law, regulations and/ or other provisions of this contract, illegal or undocumented aliens will not be employed by the Contractor, or with this contract. The Contractor will ensure that this provision is expressly incorporated into any and all Subcontracts or subordinate agreements issued in support of this contract.

## **SECURITY MANAGEMENT**

The Contractor shall appoint a senior official to act as the Corporate Security Officer. The individual will interface with the OPR-PSU through the COR on all security matters, to include physical, personnel, and protection of all Government information and data accessed by the Contractor.

The COR and the OPR-PSU shall have the right to inspect the procedures, methods, and facilities utilized by the Contractor in complying with the security requirements under this contract. Should the COR determine that the Contractor is not complying with the security requirements of this contract, the Contractor will be informed in writing by the Contracting Officer of the proper action to be taken in order to effect compliance with such requirements.

The following computer security requirements apply to both Department of Homeland Security (DHS) operations and to the former Immigration and Naturalization Service operations (FINS). These entities are hereafter referred to as the Department.

## **INFORMATION TECHNOLOGY SECURITY CLEARANCE**

When sensitive government information is processed on Department telecommunications and automated information systems, the Contractor agrees to provide for the administrative control of sensitive data being processed and to adhere to the procedures governing such data as outlined in DHS IT Security Program Publication DHS MD 4300.Pub. or its replacement. Contractor personnel must have favorably adjudicated background investigations commensurate with the defined sensitivity level.

Contractors who fail to comply with Department security policy are subject to having their access to Department IT systems and facilities terminated, whether or not the failure results in criminal prosecution. Any person who improperly discloses sensitive information is subject to criminal and civil penalties and sanctions under a variety of laws (e.g., Privacy Act).

## **INFORMATION TECHNOLOGY SECURITY TRAINING AND OVERSIGHT**

All contractor employees using Department automated systems or processing Department sensitive data will be required to receive Security Awareness Training. This

training will be provided by the appropriate component agency of DHS. Contractors who are involved with management, use, or operation of any IT systems that handle sensitive information within or under the supervision of the Department, shall receive periodic training at least annually in security awareness and accepted security practices and systems rules of behavior. Department contractors, with significant security responsibilities, shall receive specialized training specific to their security responsibilities annually. The level of training shall be commensurate with the individual's duties and responsibilities and is intended to promote a consistent understanding of the principles and concepts of telecommunications and IT systems security.

All personnel who access Department information systems will be continually evaluated while performing these duties. Supervisors should be aware of any unusual or inappropriate behavior by personnel accessing systems. Any unauthorized access, sharing of passwords, or other questionable security procedures should be reported to the local Security Office or Information System Security Officer (ISSO).

### **H.3 E-Verify**

The Contractor shall use the E-Verify Program online at <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES> . This site provides instructions for completing the Memorandum of Understanding (MOU) for official registration in the Program. Contractors may also obtain additional information about E-Verify by visiting the U.S. Citizen and Immigration Services (USCIS) website at <http://www.uscis.gov/e-verify> or calling USCIS at (888)464-4218.

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**[END OF SECTION H]**



**SECTION I—CONTRACT CLAUSES**

<b>I-1</b>	<b>52.202-1</b>	<b>Definitions</b>	<b>(JAN 2012)</b>
<b>I-2</b>	<b>52.203-3</b>	<b>Gratuities</b>	<b>(APR 1984)</b>
<b>I-3</b>	<b>52.203-5</b>	<b>Covenant Against Contingent Fees</b>	<b>(APR 1984)</b>
<b>I-4</b>	<b>52.203-6</b>	<b>Restrictions on Subcontractor Sales to the Government</b>	<b>(SEP 2006)</b>
<b>I-5</b>	<b>52.203-7</b>	<b>Anti-Kickback Procedures</b>	<b>(OCT 2010)</b>
<b>I-6</b>	<b>52.203-8</b>	<b>Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity</b>	<b>(JAN 1997)</b>
<b>I-7</b>	<b>52.203-10</b>	<b>Price or Fee Adjustment for Illegal or Improper Activity</b>	<b>(JAN 1997)</b>
<b>I-8</b>	<b>52.203-12</b>	<b>Limitation on Payments to Influence Certain Federal Transactions</b>	<b>(OCT 2010)</b>
<b>I-9</b>	<b>52.203-13</b>	<b>Contractor Code of Business Ethics and Conduct</b>	<b>(APR 2010)</b>
<b>I-10</b>	<b>52.204-1</b>	<b>Approval of Contract</b>	<b>(DEC 1989)</b>

This contract is subject to the written approval of the CO and shall not be binding until so approved.

<b>I-11</b>	<b>52.204-2</b>	<b>Security Requirements</b>	<b>(AUG 1996)</b>
<b>I-12</b>	<b>52.204-4</b>	<b>Printed or Copied Double-Sided on Postconsumer Fiber Content Paper</b>	<b>(MAY 2011)</b>
<b>I-13</b>	<b>52.204-9</b>	<b>Personal Identity Verification of Contractor Personnel</b>	<b>(JAN 2011)</b>
<b>I-14</b>	<b>52.204-10</b>	<b>Reporting Executive Compensation and First-Tier Subcontract Awards</b>	<b>(FEB 2012)</b>
<b>I-15</b>	<b>52.204-99</b>	<b>System for Award Management (SAM)</b>	<b>(AUG 2012)</b>
<b>I-16</b>	<b>52.209-6</b>	<b>Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for</b>	<b>(DEC 2010)</b>

**Debarment****I-17 52.209-9 Updates of Publicly Available Information (FEB 2012)  
Regarding Responsibility Matters**

(a) The Contractor shall update the information in the Federal Awardee Performance and Integrity Information System (FAPIS) on a semi-annual basis, throughout the life of the contract, by posting the required information in the Central Contractor Registration database via <https://www.acquisition.gov>.

(b) As required by section 3010 of the Supplemental Appropriations Act, 2010 (Pub. L. 111-212), all information posted in FAPIS on or after April 15, 2011, except past performance reviews, will be publicly available. FAPIS consists of two segments—

(1) The non-public segment, into which Government officials and the Contractor post information, which can only be viewed by—

A. (i) Government personnel and authorized users performing business on behalf of the Government; or

B. (ii) The Contractor, when viewing data on itself; and

(2) The publicly-available segment, to which all data in the non-public segment of FAPIS is automatically transferred after a waiting period of 14 calendar days, except for—

C. (i) Past performance reviews required by subpart [42.15](#);

D. (ii) Information that was entered prior to April 15, 2011; or

E. (iii) Information that is withdrawn during the 14-calendar-day waiting period by the Government official who posted it in accordance with paragraph (c)(1) of this clause.

(c) The Contractor will receive notification when the Government posts new information to the Contractor's record.

(1) If the Contractor asserts in writing within 7 calendar days, to the Government official who posted the information, that some of the information posted to the non-public segment of FAPIS is covered by a disclosure exemption under the Freedom of Information Act, the Government official who posted the information must within 7 calendar days remove the posting from FAPIS and resolve the issue in accordance with agency Freedom of Information procedures, prior to reposting the releasable information. The contractor must cite [52.209-9](#) and request removal within 7 calendar days of the posting to FAPIS.

(2) The Contractor will also have an opportunity to post comments regarding information that has been posted by the Government. The comments will be retained as long as the associated information is retained, *i.e.*, for a total period of 6 years. Contractor comments will remain a part of the record unless the Contractor revises them.

(3) As required by section 3010 of Pub. L. 111-212, all information posted in FAPIS on or after April 15, 2011, except past performance reviews, will be publicly available.



(d) Public requests for system information posted prior to April 15, 2011, will be handled under Freedom of Information Act procedures, including, where appropriate, procedures promulgated under E.O. 12600.

(End of clause)

<b>I-18</b>	<b>52.215-8</b>	<b>Order of Precedence – Uniform Contract Format</b>	<b>(OCT 1997)</b>
<b>I-19</b>	<b>52.215-10</b>	<b>Price Reduction for Defective Cost and Pricing Data</b>	<b>(OCT 1997)</b>
<b>I-20</b>	<b>52.215-11</b>	<b>Price Reduction for Defective Certified Cost or Pricing Data – Modifications</b>	<b>(AUG 2011)</b>

a) This clause shall become operative only for any modification to this contract involving a pricing adjustment expected to exceed the threshold for submission of certified cost or pricing data at FAR 15.403-4, except that this clause does not apply to any modification if an exception under FAR 15.403-1 applies.

(b) If any price, including profit or fee, negotiated in connection with any modification under this clause, or any cost reimbursable under this contract, was increased by any significant amount because (1) the Contractor or a subcontractor furnished certified cost or pricing data that were not complete, accurate, and current as certified in its Certificate of Current Cost or Pricing Data, (2) a subcontractor or prospective subcontractor furnished the Contractor certified cost or pricing data that were not complete, accurate, and current as certified in the Contractor's Certificate of Current Cost or Pricing Data, or (3) any of these parties furnished data of any description that were not accurate, the price or cost shall be reduced accordingly and the contract shall be modified to reflect the reduction. This right to a price reduction is limited to that resulting from defects in data relating to modifications for which this clause becomes operative under paragraph (a) of this clause.

(c) Any reduction in the contract price under paragraph (b) of this clause due to defective data from a prospective subcontractor that was not subsequently awarded the subcontract shall be limited to the amount, plus applicable overhead and profit markup, by which (1) the actual subcontract or (2) the actual cost to the Contractor, if there was no subcontract, was less than the prospective subcontract cost estimate submitted by the Contractor; provided, that the actual subcontract price was not itself affected by defective certified cost or pricing data.

(d)(1) If the Contracting Officer determines under paragraph (b) of this clause that a price or cost reduction should be made, the Contractor agrees not to raise the following matters as a defense:

F. (i) The Contractor or subcontractor was a sole source supplier or

otherwise was in a superior bargaining position and thus the price of the contract would not have been modified even if accurate, complete, and current certified cost or pricing data had been submitted.

G. (ii) The Contracting Officer should have known that the certified cost or pricing data in issue were defective even though the Contractor or subcontractor took no affirmative action to bring the character of the data to the attention of the Contracting Officer.

H. (iii) The contract was based on an agreement about the total cost of the contract and there was no agreement about the cost of each item procured under the contract.

I. (iv) The Contractor or subcontractor did not submit a Certificate of Current Cost or Pricing Data.

(2)(i) Except as prohibited by paragraph (d)(2)(ii) of this clause, an offset in an amount determined appropriate by the Contracting Officer based upon the facts shall be allowed against the amount of a contract price reduction if—

(A) The Contractor certifies to the Contracting Officer that, to the best of the Contractor's knowledge and belief, the Contractor is entitled to the offset in the amount requested; and

(B) The Contractor proves that the certified cost or pricing data were available before the "as of" date specified on its Certificate of Current Cost or Pricing Data, and that the data were not submitted before such date.

J. (ii) An offset shall not be allowed if—

(A) The understated data were known by the Contractor to be understated before the "as of" date specified on its Certificate of Current Cost or Pricing Data; or

(B) The Government proves that the facts demonstrate that the contract price would not have increased in the amount to be offset even if the available data had been submitted before the "as of" date specified on its Certificate of Current Cost or Pricing Data.

(e) If any reduction in the contract price under this clause reduces the price of items for which payment was made prior to the date of the modification reflecting the price reduction, the Contractor shall be liable to and shall pay the United States at the time such overpayment is repaid—

(1) Interest compounded daily, as required by [26 U.S.C. 6622](#), on the amount of such overpayment to be computed from the date(s) of overpayment to the Contractor to the date the Government is repaid by the Contractor at the applicable underpayment rate effective for each quarter prescribed by the Secretary of the Treasury under [26 U.S.C. 6621\(a\)\(2\)](#); and

(2) A penalty equal to the amount of the overpayment, if the Contractor or subcontractor knowingly submitted certified cost or pricing data that were incomplete, inaccurate, or noncurrent.

(End of clause)



**I-21 52.215-12 Subcontractor Certified Cost or Pricing Data (OCT 2010)**

- (a) Before awarding any subcontract expected to exceed the threshold for submission of certified cost or pricing data at FAR 15.403-4, on the date of agreement on price or the date of award, whichever is later; or before pricing any subcontract modification involving a pricing adjustment expected to exceed the threshold for submission of certified cost or pricing data at FAR 15.403-4, the Contractor shall require the subcontractor to submit certified cost or pricing data (actually or by specific identification in writing), in accordance with FAR 15.408, Table 15-2 (to include any information reasonably required to explain the subcontractor's estimating process such as the judgmental factors applied and the mathematical or other methods used in the estimate, including those used in projecting from known data, and the nature and amount of any contingencies included in the price), unless an exception under FAR 15.403-1 applies.

(b)

(b) The Contractor shall require the subcontractor to certify in substantially the form prescribed in FAR 15.406-2 that, to the best of its knowledge and belief, the data submitted under paragraph (a) of this clause were accurate, complete, and current as of the date of agreement on the negotiated price of the subcontract or subcontract modification.

(c) In each subcontract that exceeds the threshold for submission of certified cost or pricing data at FAR 15.403-4, when entered into, the Contractor shall insert either—

(1) The substance of this clause, including this paragraph (c), if paragraph (a) of this clause requires submission of certified cost or pricing data for the subcontract; or

(2) The substance of the clause at FAR 52.215-13, Subcontractor Certified Cost or Pricing Data—Modifications.

(End of clause)

**I-22 52.215-13 Subcontractor Certified Cost or Pricing Data – Modifications (OCT 2010)**

(a) The requirements of paragraphs (b) and (c) of this clause shall—

(1) Become operative only for any modification to this contract involving a pricing adjustment expected to exceed the threshold for submission of certified cost or pricing data at FAR [15.403-4](#); and

(2) Be limited to such modifications.

(b) Before awarding any subcontract expected to exceed the threshold for submission of certified cost or pricing data at FAR [15.403-4](#), on the date of agreement on price or the date of award, whichever is later; or before pricing any subcontract modification involving a pricing adjustment expected to exceed the threshold for submission of certified cost or pricing data at FAR [15.403-4](#), the Contractor shall require the subcontractor to submit certified cost or pricing data (actually or by specific identification in writing), in accordance with FAR [15.408](#), [Table 15-2](#) (to include any information

reasonably required to explain the subcontractor's estimating process such as the judgmental factors applied and the mathematical or other methods used in the estimate, including those used in projecting from known data, and the nature and amount of any contingencies included in the price), unless an exception under FAR [15.403-1](#) applies.

(c) The Contractor shall require the subcontractor to certify in substantially the form prescribed in FAR [15.406-2](#) that, to the best of its knowledge and belief, the data submitted under paragraph (b) of this clause were accurate, complete, and current as of the date of agreement on the negotiated price of the subcontract or subcontract modification.

(d) The Contractor shall insert the substance of this clause, including this paragraph (d), in each subcontract that exceeds the threshold for submission of certified cost or pricing data at FAR [15.403-4](#) on the date of agreement on price or the date of award, whichever is later.

(End of clause)

**I-23 52.215-20 Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data (OCT 2010)**

(a) Exceptions from certified cost or pricing data.

(1) In lieu of submitting certified cost or pricing data, Contractors may submit a written request for exception by submitting the information described in the following paragraphs. The Contracting Officer may require additional supporting information, but only to the extent necessary to determine whether an exception should be granted, and whether the price is fair and reasonable.

K. (i) *Identification of the law or regulation establishing the price offered.* If the price is controlled under law by periodic rulings, reviews, or similar actions of a Governmental body, attach a copy of the controlling document, unless it was previously submitted to the contracting office.

L. (ii) *Commercial item exception.* For a commercial item exception, the Contractor shall submit, at minimum, information on prices at which the same item or similar items have previously been sold in the commercial market that is adequate for evaluating the reasonableness of the price for this acquisition. Such information may include—

(A) For catalog items, a copy of or identification of the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which the proposal is being submitted. Provide a copy or describe current discount policies and price lists (published or unpublished), e.g., wholesale, original equipment manufacturer, or reseller. Also explain the basis of each offered price and its relationship to the established catalog price, including how the proposed price relates to the price of recent sales

in quantities similar to the proposed quantities;



(B) For market-priced items, the source and date or period of the market quotation or other basis for market price, the base amount, and applicable discounts. In addition, describe the nature of the market;

(C) For items included on an active Federal Supply Service Multiple Award Schedule contract, proof that an exception has been granted for the schedule item.

(2) The Contractor grants the Contracting Officer or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify any request for an exception under this provision, and the reasonableness of price. For items priced using catalog or market prices, or law or regulation, access does not extend to cost or profit information or other data relevant solely to the Contractor's determination of the prices to be offered in the catalog or marketplace.

(b) *Requirements for certified cost or pricing data.* If the Contractor is not granted an exception from the requirement to submit certified cost or pricing data, the following applies:

(1) The Contractor shall prepare and submit certified cost or pricing data, data other than certified cost or pricing data, and supporting attachments in accordance with the instructions contained in Table 15-2 of FAR 15.408, which is incorporated by reference with the same force and effect as though it were inserted here in full text. The instructions in Table 15-2 are incorporated as a mandatory format to be used in this contract, unless the Contracting Officer and the Contractor agree to a different format and change this clause to use Alternate I.

(2) As soon as practicable after agreement on price, but before contract award (except for unpriced actions such as letter contracts), the Contractor shall submit a Certificate of Current Cost or Pricing Data, as prescribed by FAR 15.406-2.

(End of provision)

**I-24 52.215-21 Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data – Modifications (OCT 2010)**

(a) Exceptions from certified cost or pricing data.

(1) In lieu of submitting certified cost or pricing data for modifications under this contract, for price adjustments expected to exceed the threshold set forth at FAR 15.403-4 on the date of the agreement on price or the date of the award, whichever is later, the Contractor may submit a written request for exception by submitting the information described in the following paragraphs. The Contracting Officer may require additional supporting information, but only to the extent necessary to determine whether an exception should be granted, and whether the price is fair and reasonable—

A. (i) *Identification of the law or regulation establishing the price offered.* If the price is controlled under law by periodic rulings, reviews, or similar actions of a Governmental body, attach a copy of the controlling document, unless it was previously submitted to the contracting office.

B. (ii) Information on modifications of contracts or subcontracts for

commercial items.

(A) If—

(1) The original contract or subcontract was granted an exception from certified cost or pricing data requirements because the price agreed upon was based on adequate price competition or prices set by law or regulation, or was a contract or subcontract for the acquisition of a commercial item; and

(2) The modification (to the contract or subcontract) is not exempted based on one of these exceptions, then the Contractor may provide information to establish that the modification would not change the contract or subcontract from a contract or subcontract for the acquisition of a commercial item to a contract or subcontract for the acquisition of an item other than a commercial item.

(B) For a commercial item exception, the Contractor shall provide, at a minimum, information on prices at which the same item or similar items have previously been sold that is adequate for evaluating the reasonableness of the price of the modification. Such information may include—

(1) For catalog items, a copy of or identification of the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which the proposal is being submitted. Provide a copy or describe current discount policies and price lists (published or unpublished), *e.g.*, wholesale, original equipment manufacturer, or reseller. Also explain the basis of each offered price and its relationship to the established catalog price, including how the proposed price relates to the price of recent sales in quantities similar to the proposed quantities.

(2) For market-priced items, the source and date or period of the market quotation or other basis for market price, the base amount, and applicable discounts. In addition, describe the nature of the market.

(3) For items included on an active Federal Supply Service Multiple Award Schedule contract, proof that an exception has been granted for the schedule item.

(2) The Contractor grants the Contracting Officer or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify any request for an exception under this clause, and the reasonableness of price. For items priced using catalog or market prices, or law or regulation, access does not extend to cost or profit information or other data relevant solely to the Contractor's determination of the prices to be offered in the catalog or marketplace.

(b) *Requirements for certified cost or pricing data.* If the Contractor is not granted an exception from the requirement to submit certified cost or pricing data, the following applies:

(1) The Contractor shall submit certified cost or pricing data, data other than certified cost or pricing data, and supporting attachments in accordance with the instructions contained in [Table 15-2](#) of FAR [15.408](#), which is incorporated by reference



with the same force and effect as though it were inserted here in full text. The instructions in [Table 15-2](#) are incorporated as a mandatory format to be used in this contract, unless the Contracting Officer and the Contractor agree to a different format and change this clause to use Alternate I.

(2) As soon as practicable after agreement on price, but before award (except for unpriced actions), the Contractor shall submit a Certificate of Current Cost or Pricing Data, as prescribed by FAR [15.406-2](#).

(End of clause)

**I-25 52.216-18 Ordering**

**(OCT 1995)**

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from date of contract award through the last day of the last option period or later as extended by through a mutual agreement of the parties.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

**I-26 52.216-22 Indefinite Quantity**

**(Oct 1995)**

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after \_\_\_\_\_ *[insert date]*.

**I-27 52.217-8 Option to Extend Services (NOV 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed six (6) months. The CO may exercise the option by written notice to the Contractor within sixty (60) days of expiration.

**I-28 52.219-14 Limitations on Subcontracting (NOV 2011)**

**I-29 52.222-17 Nondisplacement of Qualified Workers (JAN 2013)**

**I-30 52.222-21 Prohibition of Segregated Facilities (FEB 1999)**

**I-31 52.222-35 Equal Opportunity for Veterans (SEP 2010)**

**I-32 52.222-36 Affirmative Action for Workers with Disabilities (OCT 2010)**

**I-33 52.222-37 Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans. (SEP 2010)**

**I-34 52.222-41 Service Contract Act of 1965 (NOV 2007)**

**I-34A 52.222-43 Fair Labor Standards Act/Service Contract Act Price Adjustment-Multiple Year and Options Contracts (MAY 2014)**

**I-35 52.222-50 Combating Trafficking in Persons (FEB 2009)**

**I-36 52.222-54 Employment Eligibility Verification (JUL 2012)**

**I-37 52.223-1 Biobased Product Certification (DEC 2007)**



I-38	52.223-2	Affirmative Procurement of Biobased Products Under Service and Construction Contracts	(DEC 2007)
I-39	52.223-4	Recovered Material Certification	(MAY 2008)
I-40	52.223-5	Pollution Prevention and Right-to-Know Information	(MAY 2011)
I-41	52.223-6	Drug-Free Workplace	(MAY 2001)
I-42	52.223-9	Estimate of Percentage of Recovered Material Content for EPA-Designated Items	(MAY 2008)
I-43	52.223-10	Waste Reduction Program	(MAY 2011)
I-44	52.223-11	Ozone-Depleting Substances	(MAY 2001)
I-45	52.223-12	Refrigeration Equipment and Air Conditioners	(MAY 1995)
I-46	52.223-15	Energy Efficiency in Energy-Consuming Products	(DEC 2007)
I-47	52.223-16	IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products	(DEC 2007)
I-48	52.223-17	Affirmative Procurement of EPA-designated Items in Service and Construction Contracts	(MAY 2008)
I-49	52.223-18	Contractor Policy to Ban Text Messaging While Driving	(AUG 2011)
I-50	52.223-19	Compliance with Environmental Management Systems	(MAY 2011)
I-51	52.224-1	Privacy Act Notification	(APR 1984)
I-52	52.224-2	Privacy Act	(APR 1984)
I-53	52.225-13	Restrictions on Certain Foreign Purchases	(JUN 2008)
I-54	52.227-1	Authorization and Consent	(DEC 2007)
I-55	52.229-6	Taxes - Foreign Fixed-Price Contracts	(JUN 2003)
I-56	52.232-1	Payments	(APR 1984)

I-57	52.232-8	Discounts for Prompt Payment	(FEB 2002)
I-58	52.232-9	Limitation on Withholding of Payments	(APR 1984)
I-59	52.232-11	Extras	(APR 1984)
I-60	52.232-17	Interest	(OCT 2010)
I-61	52.232-18	Availability of Funds	(APR 1984)
I-62	52.232-19	Availability of Funds for the Next Fiscal Year	(APR 1984)
I-63	52.232-23	Assignment of Claims	(JAN 1986)
I-64	52.232-25	Prompt payment	(OCT 2008)
I-65	52.232-33	Payment by Electronic Funds Transfer – Central Contractor Registration	(OCT 2003)
I-66	52.232-99	Providing Accelerated Payment to Small Business Subcontractors (Deviation)	(AUG 2012)
I-67	52.233-1	Disputes	(JUL 2002)
I-68	52.233-3	Protest after Award	(AUG 1996)
I-69	52.233-4	Applicable Law for Breach of Contract Claim	(OCT 2004)
I-70	52.237-3	Continuity of Services	(JAN 1991)
I-71	52.239-1	Privacy or Security Safeguards	(AUG 1996)
I-72	52.242-13	Bankruptcy	(JUL 1995)
I-73	52.243-1	Changes - Fixed-Price (AUG 1987) – Alternate I	(APR 1984)
I-74	52.244-6	Subcontracts for Commercial Items.	(DEC 2010)
I-75	52.245-1	Government Property	(AUG 2010)
I-76	52.246-20	Warranty of Services	(MAY 2001)
I-77	52.246-25	Limitation of Liability - Services	(FEB 1997)



<b>I-78</b>	<b>52.248-1</b>	<b>Value Engineering</b>	<b>(OCT 2010)</b>
<b>I-79</b>	<b>52.249-2</b>	<b>Termination for Convenience of the Government (Fixed-Price)</b>	<b>(MAY 2004)</b>
<b>I-80</b>	<b>52.249-8</b>	<b>Default (Fixed-Price Supply and Service)</b>	<b>(APR 1984)</b>
<b>I-81</b>	<b>52.252-1</b>	<b>Solicitation Provisions Incorporated by Reference</b>	<b>(FEB 1998)</b>
<b>I-82</b>	<b>52.252-2</b>	<b>Clauses Incorporated by Reference</b>	<b>(FEB 1998)</b>

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the CO will make their full text available. Also, the full text of a clause may be accessed electronically at this / these address(es): <https://www.acquisition.gov/far/>

<b>I-83</b>	<b>52.253-1</b>	<b>Computer Generated Forms</b>	<b>(JAN 1991)</b>
<b>I-84</b>	<b>3052.204-70</b>	<b>Security Requirements For Unclassified Information Technology Resources</b>	<b>(JUN 2006)</b>

(a) The Contractor shall be responsible for Information Technology (IT) security for all systems connected to a DHS network or operated by the Contractor for DHS, regardless of location. This clause applies to all or any part of the contract that includes information technology resources or services for which the Contractor must have physical or electronic access to sensitive information contained in DHS unclassified systems that directly support the agency's mission.

(b) The Contractor shall provide, implement, and maintain an IT Security Plan. This plan shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources that are developed, processed, or used under this contract.

(1) Within thirty (30) days after contract award, the contractor shall submit for approval its IT Security Plan, which shall be consistent with and further detail the approach contained in the Contractor's proposal. The plan, as approved by the CO, shall be incorporated into the contract as a compliance document.

(2) The Contractor's IT Security Plan shall comply with Federal laws that include, but are not limited to, the Computer Security Act of 1987 (40 U.S.C. 1441 et seq.); the Government Information Security Reform Act of 2000; and the Federal Information Security Management Act of 2002; and with Federal policies and procedures that include, but are not limited to,

OMB Circular A-130.

(3) The security plan shall specifically include instructions regarding handling and protecting sensitive information at the Contractor's site (including any information stored, processed, or transmitted using the Contractor's computer systems), and the secure management, operation, maintenance, programming, and system administration of computer systems, networks, and telecommunications systems.

(c) Examples of tasks that require security provisions include--

(1) Acquisition, transmission or analysis of data owned by DHS with significant replacement cost should the contractor's copy be corrupted; and

(2) Access to DHS networks or computers at a level beyond that granted the general public (e.g., such as bypassing a firewall).

(d) At the expiration of the contract, the contractor shall return all sensitive DHS information and IT resources provided to the contractor during the contract, and certify that all non-public DHS information has been purged from any contractor-owned system. Components shall conduct reviews to ensure that the security requirements in the contract are implemented and enforced.

(e) Within 6 months after contract award, the contractor shall submit written proof of IT Security accreditation to DHS for approval by the DHS CO. Accreditation will proceed according to the criteria of the DHS Sensitive System Policy Publication, 4300A (Version 2.1, July 26, 2004) or any replacement publication, which the CO will provide upon request. This accreditation will include a final security plan, risk assessment, security test and evaluation, and disaster recovery plan / continuity of operations plan. This accreditation, when accepted by the CO, shall be incorporated into the contract as a compliance document. The contractor shall comply with the approved accreditation documentation.

**I-85    3052.204-71    Contractor Employee Access    (JUN 2006)**

(a) "Sensitive Information," as used in this Chapter, means any information, the loss, misuse, disclosure, or unauthorized access to or modification of which could adversely affect the national or homeland security interest, or the conduct of Federal programs, or the privacy to which individuals are entitled under section 552a of title 5, United States Code (the Privacy Act), but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense, homeland security or foreign policy. This definition includes the following categories of



information:

- (1) Protected Critical Infrastructure Information (PCII) as set out in the Critical Infrastructure Information Act of 2002 (Title II, Subtitle B, of the Homeland Security Act, Pub. L. 107-296, 196 Stat. 2135), as amended, the implementing regulations thereto (Title 6, Code of Federal Regulations, part 29) as amended, the applicable PCII Procedures Manual, as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the PCII Program Manager or his / her designee);
  - (2) Sensitive Security Information (SSI), as defined in Title 49, Code of Federal Regulations, part 1520, as amended, "Policies and Procedures of Safeguarding and Control of SSI," as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the Assistant Secretary for the Transportation Security Administration or his / her designee);
  - (3) Information designated as "For Official Use Only," which is unclassified information of a sensitive nature and the unauthorized disclosure of which could adversely impact a person's privacy or welfare, the conduct of Federal programs, or other programs or operations essential to the national or homeland security interest; and
  - (4) Any information that is designated "sensitive" or subject to other controls, safeguards or protections in accordance with subsequently adopted homeland security information handling procedures.
- (b) "Information Technology Resources" include, but are not limited to, computer equipment, networking equipment, telecommunications equipment, cabling, network drives, computer drives, network software, computer software, software programs, intranet sites, and internet sites.
- (c) Contractor employees working on this contract must complete such forms as may be necessary for security or other reasons, including the conduct of background investigations to determine suitability. Completed forms shall be submitted as directed by the COCO. Upon the CO's request, the Contractor's employees shall be fingerprinted, or subject to other investigations as required. All contractor employees requiring recurring access to Government facilities or access to sensitive information or IT resources are required to have a favorably adjudicated background investigation prior to commencing work on this contract unless this requirement is waived under Departmental procedures.
- (d) The Contracting Officer may require the contractor to prohibit individuals from working on the contract if the Government deems their initial or continued employment contrary to the public interest for any reason, including, but not

limited to, carelessness, insubordination, incompetence, or security concerns.

(e) Work under this contract may involve access to sensitive information. Therefore, the Contractor shall not disclose, orally or in writing, any sensitive information to any person unless authorized in writing by the CO. For those contractor employees authorized access to sensitive information, the contractor shall ensure that these persons receive training concerning the protection and disclosure of sensitive information both during and after contract performance.

(f) The Contractor shall include the substance of this clause in all subcontracts at any tier where the subcontractor may have access to Government facilities, sensitive information, or resources.

<b>I-86</b>	<b>3052.215-70</b>	<b>Key Personnel or Facilities</b>	<b>(DEC 2003)</b>
<b>I-87</b>	<b>3052.225-70</b>	<b>Requirement for Use of Certain Domestic Commodities</b>	<b>(AUG 2009)</b>

(a) Definitions. As used in this clause--

(1) "Commercial," as applied to an item described in subsection (b) of this clause, means an item of supply, whether an end product or component, that meets the definition of "commercial item" set forth in (FAR) 48 CFR 2.101.

(2) "Component" means any item supplied to the Government as part of an end product or of another component.

(3) "End product" means supplies delivered under a line item of this contract.

(4) "Non-commercial," as applied to an item described in subsections (b) or (c) of this clause, means an item of supply, whether an end product or component, that does not meet the definition of "commercial item" set forth in (FAR) 48 CFR 2.101.

(5) "Qualifying country" means a country with a memorandum of understanding or international agreement with the United States under which DHS procurement is covered.

(6) "United States" includes the possessions of the United States.

(b) The Contractor shall deliver under this contract only such of the following commercial or non-commercial items, either as end products or components, that have been grown, reprocessed, reused, or produced in the United States:



(1) Clothing and the materials and components thereof, other than sensors, electronics, or other items added to, and not normally associated with, clothing and the materials and components thereof; or

(2) Tents, tarpaulins, covers, textile belts, bags, protective equipment (such as body armor), sleep systems, load carrying equipment (such as field packs), textile marine equipment, parachutes or bandages.

(c) The Contractor shall deliver under this contract only such of the following non-commercial items, either as end products or components that have been grown, reprocessed, reused, or produced in the United States:

(1) Cotton and other natural fiber products.

(2) Woven silk or woven silk blends.

(3) Spun silk yarn for cartridge cloth.

(4) Synthetic fabric or coated synthetic fabric (including all textile fibers and yarns that are for use in such fabrics).

(5) Canvas products.

(6) Wool (whether in the form of fiber or yarn or contained in fabrics, materials, or manufactured articles).

(7) Any item of individual equipment manufactured from or containing any of the fibers, yarns, fabrics, or materials listed in this paragraph (c).

(d) This clause does not apply--

(1) To items listed in (FAR) 48 CFR 25.104, or other items for which the Government has determined that a satisfactory quality and sufficient quantity cannot be acquired as and when needed at United States market prices;

(2) To incidental amounts of cotton, other natural fibers, or wool incorporated in an end product, for which the estimated value of the cotton, other natural fibers, or wool is not more than 10 percent of the total price of the end product; or

(3) To items that are eligible products per (FAR) 48 CFR Subpart 25.4.

**I-88 3052.242-71 Dissemination of Contract Information (MAY 2006)**

**I-89 3052.242-72 Contracting Officer's (DEC 2003)**

### **Representative**

(a) The CO may designate Government personnel to act as the Contracting Officer's Representative (COR) to perform functions under the contract such as review or inspection and acceptance of supplies, services, including construction, and other functions of a technical nature. The CO will provide a written notice of such designation to the Contractor within five working days after contract award or for construction, not less than five working days prior to giving the contractor the notice to proceed. The designation letter will set forth the authorities and limitations of the COR under the contract.

(b) The CO cannot authorize the COR or any other representative to sign documents, such as contracts, contract modifications, etc., that require the signature of the CO.

**I-90    3052.245-70                      Government Property Reports                      (JUN 2006)**

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**[END OF SECTION I]**



## **SECTION J—LIST OF ATTACHMENTS**

- Attachment 1: El Paso Detention Center Map
- Attachment 2: Key Indicator Report (Facility Director Staffing Report)
- Attachment 3: Quality Assurance Surveillance Program (QASP)
  - a. Performance Requirements Summary (PRS)
  - b. Contractor Discrepancy Report (CDR)
- Attachment 4: Deleted
- Attachment 5: Department of Labor Wage Determination No. 2005-2511 Revision No. 20, Dated 07/08/2015
- Attachment 6: Collective Bargaining Agreement between Incumbent Contractor and United Government Security Officers of America International Union
- Attachment 7: Collective Bargaining Agreement between Incumbent Contractor and Teamsters Local # 745
- Attachment 8: Contractor Submitted Price/Cost Summary
- Attachment 9: ICE Personal Property Handbook
- Attachment 10: DHS Management Directive 6 to 8.0
- Attachment 11: PBNDS 2011 Optimal Provisions
- Attachment 12: PBNDS 2011 Optimal Provisions in Place at EPC
- Attachment 13: PREA Regulations
- Attachment 14: ICE OSH Handbook (Revision #9)

### 3. Section K

#### **SECTION K — REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF CONTRACTORS**

The solicitation is being set-aside for competition among registered 8(a) Small Business concerns. SBA Certification will be required for consideration of award.

#### **K.1 52.204-3 Taxpayer Identification (OCT 1998)**

##### *(a) Definitions.*

Common parent, as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the Contractor is a member.

Taxpayer Identification Number (TIN), as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the Contractor in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All Contractors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the Contractor to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the Contractor's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the Contractor's TIN.

##### *(d) Taxpayer Identification Number (TIN).*

[X] TIN: 2 (b)(7)(E)

[ ] TIN has been applied for.



☐ TIN is not required because:

☐ Contractor is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Contractor is an agency or instrumentality of a foreign Government;

☐ Contractor is an agency or instrumentality of the Federal Government.

(e) *Type of organization.*

☐ Sole proprietorship;

☐ Partnership;

☐ Corporate entity (not tax-exempt);

☐ Corporate entity (tax-exempt);

☐ Government entity (Federal, State, or local);

☐ Foreign Government;

☐ International organization per 26 CFR 1.6049-4;

☒ Other Limited Liability Company.

(f) *Common parent.*

☐ Contractor is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

☒ Name and TIN of common parent:

Name Bering Straits Native Corporation

TIN 920042240

**K.2 52.204-8 Annual Representations and Certifications (MARCH 2012)**

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 561612.

(2) The small business size standard is \$18.5 million.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b)(1) If the clause at 52.204-7, Central Contractor Registration, is included in this solicitation, paragraph (d) of this provision applies.

(2) If the clause at 52.204-7 is not included in this solicitation, and the Contractor is currently registered in CCR, and has completed the ORCA electronically, the Contractor may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The Contractor shall indicate which option applies by checking one of the following boxes:

☒ (i) Paragraph (d) applies.

☐ (ii) Paragraph (d) does not apply and the Contractor has completed the individual representations and certifications in the solicitation. [Did not see 52.204-7 in Section I.]

(c)(1) The following representations or certifications in ORCA are applicable to this solicitation as indicated:

(i) 52.203-2, Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless--

(A) The acquisition is to be made under the simplified acquisition procedures in Part 13;

(B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or

(C) The solicitation is for utility services for which rates are set by law or regulation.

(ii) 52.203-11, Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed \$150,000.

(iii) 52.204-3, Taxpayer Identification. This provision applies to



solicitations that do not include the clause at 52.204-7, Central Contractor Registration.

(iv) 52.204-5, Women-Owned Business (Other Than Small Business). This provision applies to solicitations that--

- (A) Are not set aside for small business concerns;
- (B) Exceed the simplified acquisition threshold; and
- (C) Are for contracts that will be performed in the United States or its outlying areas.

(v) 52.209-5, Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.

(vi) 52.214-14, Place of Performance--Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.

(vii) 52.215-6, Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.

(viii) 52.219-1, Small Business Program Representations (Basic & Alternate I). This provision applies to solicitations when the contract will be performed in the United States or its outlying areas.

- (A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.
- (B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.

(ix) 52.219-2, Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract will be performed in the United States or its outlying areas.

(x) 52.222-22, Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at 52.222-26, Equal Opportunity.

(xi) 52.222-25, Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the

solicitation includes the clause at 52.222-26, Equal Opportunity.

(xii) 52.222-38, Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial items.

(xiii) 52.223-1, Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA-designated items; or include the clause at 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

(xiv) 52.223-4, Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA-designated items.

(xv) 52.225-2, Buy American Act Certificate. This provision applies to solicitations containing the clause at 52.225-1.

(xvi) 52.225-4, Buy American Act--Free Trade Agreements--Israeli Trade Act Certificate. (Basic, Alternate I, and Alternate II) This provision applies to solicitations containing the clause at 52.225-3.

(A) If the acquisition value is less than \$25,000, the basic provision applies.

(B) If the acquisition value is \$25,000 or more but is less than \$50,000, the provision with its Alternate I applies.

(C) If the acquisition value is \$50,000 or more but is less than \$67,826, the provision with its Alternate II applies.

(xvii) 52.225-6, Trade Agreements Certificate. This provision applies to solicitations containing the clause at 52.225-5.

(xviii) 52.225-20, Prohibition on Conducting Restricted Business Operations in Sudan--Certification. This provision applies to all solicitations.

(xix) 52.225-25, Prohibition on Engaging in Sanctioned Activities Relating to Iran-Certification. This provision applies to all solicitations.



(xx) 52.226-2, Historically Black College or University and Minority Institution Representation. This provision applies to--

(A) Solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions; and

(B) For DoD, NASA, and Coast Guard acquisitions, solicitations that contain the clause at 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns.

(2) The following certifications are applicable as indicated by the CO:

(CO check as appropriate.)

[ x](i) 52.219-22, Small Disadvantaged Business Status.

[ x ](A) Basic.

[ ](B) Alternate I.

[ ](ii) 52.222-18, Certification Regarding Knowledge of Child Labor for Listed End Products.

[ ](iii) 52.222-48, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment Certification.

[ ](iv) 52.222-52 Exemption from Application of the Service Contract Act to Contracts for Certain Services--Certification.

[ ](v) 52.223-9, with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (Alternate I only).

[ ](vi) 52.223-13, Certification of Toxic Chemical Release Reporting.

[ ](vii) 52.227-6, Royalty Information.

[ ](A) Basic.

[ ](B) Alternate I.

[ ](viii) 52.227-15, Representation of Limited Rights Data and

X (d) The Contractor has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the Contractor verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below (Contractor to insert changes, identifying change by clause number, title, date). These amended representation(s) and / or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

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FAR Clause Title Date Change  
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Any changes provided by the Contractor are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.

**K.3 52.209-7 Information Regarding Responsibility Matters (FEB 2012)**

(a) Definitions. As used in this provision--

"Administrative proceeding" means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative Proceedings, Civilian Board of Contract Appeals Proceedings, and Armed Services Board of Contract Appeals Proceedings). This includes administrative proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include agency actions such as contract audits, site visits, corrective plans, or inspection of deliverables.

"Federal contracts and grants with total value greater than \$10,000,000" means--

(1) The total value of all current, active contracts and grants, including all priced options; and

(2) The total value of all current, active orders including all priced options under indefinite-delivery, indefinite-quantity, 8(a), or requirements contracts (including task and delivery and multiple-award Schedules).



"Principal" means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).

(b) The Contractor [ ] has [ ] does not have current active Federal contracts and grants with total value greater than \$10,000,000.

(c) If the Contractor checked "has" in paragraph (b) of this provision, the Contractor represents, by submission of this offer, that the information it has entered in the Federal Awardee Performance and Integrity Information System (FAPIS) is current, accurate, and complete as of the date of submission of this offer with regard to the following information:

(1) Whether the Contractor, and / or any of its principals, has or has not, within the last five years, in connection with the award to or performance by the Contractor of a Federal contract or grant, been the subject of a proceeding, at the Federal or State level that resulted in any of the following dispositions:

(i) In a criminal proceeding, a conviction.

(ii) In a civil proceeding, a finding of fault and liability that results in the payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more.

(iii) In an administrative proceeding, a finding of fault and liability that results in--

(A) The payment of a monetary fine or penalty of \$5,000 or more; or

(B) The payment of a reimbursement, restitution, or damages in excess of \$100,000.

(iv) In a criminal, civil, or administrative proceeding, a disposition of the matter by consent or compromise with an acknowledgment of fault by the Contractor if the proceeding could have led to any of the outcomes specified in paragraphs (c)(1)(i), (c)(1)(ii), or (c)(1)(iii) of this provision.

(2) If the Contractor has been involved in the last five years in any of the occurrences listed in (c)(1) of this provision, whether the Contractor has provided the requested information with regard to each occurrence.

- (a) The Contractor shall post the information in paragraphs (c)(1)(i) through (c)(1)(iv) of this provision in FAPIIS as required through maintaining an active registration in the Central Contractor Registration database at <http://www.ccr.gov> (see 52.204-7).

**K.4 52.219-4 Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JAN 2011)**

(a) *Definitions.* See 13 CFR 125.6(e) for definitions of terms used in paragraph (d).

(b) Evaluation preference.

(1) Offers will be evaluated by adding a factor of 10 percent to the price of all offers, except—

A. (i) Offers from HUBZone small business concerns that have not waived the evaluation preference; and

B. (ii) Otherwise successful offers from small business concerns.

(2) The factor of 10 percent shall be applied on a line item basis or to any group of items on which award may be made. Other evaluation factors described in the solicitation shall be applied before application of the factor.

(3) A concern that is both a HUBZone small business concern and a small disadvantaged business concern will receive the benefit of both the HUBZone small business price evaluation preference and the small disadvantaged business price evaluation adjustment (see FAR clause 52.219-23). Each applicable price evaluation preference or adjustment shall be calculated independently against a Contractor's base offer. These individual preference amounts shall be added together to arrive at the total evaluated price for that offer.

(4) When the two highest rated Contractors are a HUBZone small business concern and a large business, and the evaluated offer of the HUBZone small business concern is equal to the evaluated offer of the large business after considering the price evaluation preference, award will be made to the HUBZone small business concern.

(c) *Waiver of evaluation preference.* A HUBZone small business concern may elect to waive the evaluation preference, in which case the factor will be added to its offer for evaluation purposes. The agreements in paragraphs (d) and (e) of this clause do not apply if the Contractor has waived the evaluation preference.

o Contractor elects to waive the evaluation preference.

(d) *Agreement.* A HUBZone small business concern agrees that in the performance of the contract, in the case of a contract for—

(1) Services (except construction), at least 50 percent of the cost of personnel for contract performance will be spent for employees of the concern or employees of other HUBZone small business concerns;

(2) Supplies (other than procurement from a non-manufacturer of such supplies), at least 50 percent of the cost of manufacturing, excluding the cost of materials, will be performed by the concern or other HUBZone small business concerns;



(3) General construction.

C. (i) At least 15 percent of the cost of contract performance to be incurred for personnel will be spent on the prime contractor's employees;

D. (ii) At least 50 percent of the cost of the contract performance to be incurred for personnel will be spent on the prime contractor's employees or on a combination of the prime contractor's employees and employees of HUBZone small business concern subcontractors;

E. (iii) No more than 50 percent of the cost of contract performance to be incurred for personnel will be subcontracted to concerns that are not HUBZone small business concerns; or

(4) Construction by special trade contractors.

F. (i) At least 25 percent of the cost of contract performance to be incurred for personnel will be spent on the prime contractor's employees;

G. (ii) At least 50 percent of the cost of the contract performance to be incurred for personnel will be spent on the prime contractor's employees or on a combination of the prime contractor's employees and employees of HUBZone small business concern subcontractors;

H. (iii) No more than 50 percent of the cost of contract performance to be incurred for personnel will be subcontracted to concerns that are not HUBZone small business concerns.

(e) A HUBZone joint venture agrees that the aggregate of the HUBZone small business concerns to the joint venture, not each concern separately, will perform the applicable percentage of work requirements.

(f)(1) When the total value of the contract exceeds \$25,000, a HUBZone small business concern non-manufacturer agrees to furnish in performing this contract only end items manufactured or produced by HUBZone small business concern manufacturers.

(2) When the total value of the contract is equal to or less than \$25,000, a HUBZone small business concern non-manufacturer may provide end items manufactured by other than a HUBZone small business concern manufacturer provided the end items are produced or manufactured in the United States.

(3) Paragraphs (f)(1) and (f)(2) of this section do not apply in connection with construction or service contracts.

(g) *Notice.* The HUBZone small business Contractor acknowledges that a prospective HUBZone awardee must be a HUBZone small business concern at the time of award of this contract. The HUBZone Contractor shall provide the CO a copy of the notice required by 13 CFR 126.501 if material changes occur before contract award that could affect its HUBZone eligibility. If the apparently successful HUBZone Contractor is not a HUBZone small business concern at the time of award of this contract, the CO will proceed to award to the next otherwise successful HUBZone small business concern or other Contractor.



**K.5 52.219-23 Notice of Price Evaluation Adjustment for Small (OCT 2008)  
Disadvantaged Business Concerns**

(a) *Definitions.* As used in this clause—

“Historically black college or university” means an institution determined by the Secretary of Education to meet the requirements of 34 CFR 608.2. For the Department of Defense (DoD), the National Aeronautics and Space Administration (NASA), and the Coast Guard, the term also includes any nonprofit research institution that was an integral part of such a college or university before November 14, 1986.

“Minority institution” means an institution of higher education meeting the requirements of Section 365(3) of the Higher Education Act of 1965 (20 U.S.C. 1067k), including a Hispanic-serving institution of higher education, as defined in Section 502(a) of the Act (20 U.S.C. 1101a).

“Small disadvantaged business concern” means a Contractor that represents, as part of its offer, that it is a small business under the size standard applicable to this acquisition; and either—

(1) It has received certification by the Small Business Administration as a small disadvantaged business concern consistent with 13 CFR Part 124, subpart B; and

I. (i) No material change in disadvantaged ownership and control has occurred since its certification;

J. (ii) Where the concern is owned by one or more disadvantaged individuals, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and

K. (iii) It is identified, on the date of its representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net).

(2) It has submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR Part 124, subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted. In this case, in order to receive the benefit of a price evaluation adjustment, a Contractor must receive certification as a small disadvantaged business concern by the Small Business Administration prior to contract award; or

(3) Is a joint venture as defined in 13 CFR 124.1002(f).

(b) *Evaluation adjustment.*

(1) The CO will evaluate offers by adding a factor of 10 percent to the price of all offers, except—

L. (i) Offers from small disadvantaged business concerns that have not waived the adjustment; and

M. (ii) An otherwise successful offer from a historically black college or



university or minority institution.

(2) The CO will apply the factor to a line item or a group of line items on which award may be made. The CO will apply other evaluation factors described in the solicitation before application of the factor. The factor may not be applied if using the adjustment would cause the contract award to be made at a price that exceeds the fair market price by more than the factor in paragraph (b)(1) of this clause.

(c) *Waiver of evaluation adjustment.* A small disadvantaged business concern may elect to waive the adjustment, in which case the factor will be added to its offer for evaluation purposes. The agreements in paragraph (d) of this clause do not apply to offers that waive the adjustment.

\_\_\_\_ Contractor elects to waive the adjustment.

(d) Agreements.

(1) A small disadvantaged business concern, that did not waive the adjustment, agrees that in performance of the contract, in the case of a contract for—

N. (i) Services, except construction, at least 50 percent of the cost of personnel for contract performance will be spent for employees of the concern;

O. (ii) Supplies (other than procurement from a non-manufacturer of such supplies), at least 50 percent of the cost of manufacturing, excluding the cost of materials, will be performed by the concern;

P. (iii) General construction, at least 15 percent of the cost of the contract, excluding the cost of materials, will be performed by employees of the concern; or

Q. (iv) Construction by special trade contractors, at least 25 percent of the cost of the contract, excluding the cost of materials, will be performed by employees of the concern.

R.

(2) A small disadvantaged business concern submitting an offer in its own name shall furnish in performing this contract only end items manufactured or produced by small disadvantaged business concerns in the United States or its outlying areas. This paragraph does not apply to construction or service contracts.

## **K.6 52.222-22 Previous Contracts and Compliance Reports (FEB 1999)**

The Contractor represents that -

(a) It [X] has, [ ] has not participated in a previous contract or subcontract subject the Equal Opportunity clause of this solicitation;

(b) It [X] has, [ ] has not filed all required compliance reports; and

(c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

**K.7 52.222-25 Affirmative Action Compliance (APR 1984)**

The Contractor represents that -

- (a) It ☒ has developed and has on file, ☐ has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2); or
- (b) It ☐ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

**K.8 52.222-38 Compliance with Veterans' Employment Reporting Requirements (SEP 2010)**

By submission of its offer, the Contractor represents that, if it is subject to the reporting requirements of 38 U.S.C. 4212(d) (i.e., if it has any contract containing Federal Acquisition Regulation clause 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans), it has submitted the most recent VETS-100 Report required by that clause.

**K.9 52.225-25 Prohibition on Engaging in Sanctioned Activities Relating to Iran-Certification (SEP 2010)**

**[Balance of page intentionally left blank]**

**[END OF SECTION K]**



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES 1 7									
2. AMENDMENT/MODIFICATION NO. P00004		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)									
6. ISSUED BY ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street, NW Suite (b)(6),(b)(7)(C) WASHINGTON DC 20536		CODE ICE/DCR		7. ADMINISTERED BY (If other than Item 6) ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street NW, suite (b)(6),(b)(7)(C) Washington DC 20536		CODE ICE/DCR									
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  GLOBAL PRECISION SYSTEMS LLC 4600 DEBARR RD STE 200 ANCHORAGE AK 995083126  CODE 8055967100000 FACILITY CODE				(x) 9A. AMENDMENT OF SOLICITATION NO.											
				9B. DATED (SEE ITEM 11)											
				x 10A. MODIFICATION OF CONTRACT/ORDER NO. HSCEDM-15-D-00009											
				10B. DATED (SEE ITEM 13) 08/26/2015											
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS															
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.															
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule															
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.															
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">CHECK ONE</td> <td>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</td> </tr> <tr> <td></td> <td>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</td> </tr> <tr> <td></td> <td>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:</td> </tr> <tr> <td>X</td> <td>D. OTHER (Specify type of modification and authority) Bilateral Modification</td> </tr> </table>								CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:	X	D. OTHER (Specify type of modification and authority) Bilateral Modification
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	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:														
X	D. OTHER (Specify type of modification and authority) Bilateral Modification														
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not. <input checked="" type="checkbox"/> is required to sign this document and return 1 copies to the issuing office.															
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)															
DUNS Number: 805596710 Program Office POC: (b)(6),(b)(7)(C) 915-856-(b)(6),(b)(7)(C) COR: (b)(6),(b)(7)(C) 915-298-(b)(6),(b)(7)(C) ACOR: (b)(6),(b)(7)(C) 915-856-(b)(6),(b)(7)(C) Contract Specialist: (b)(6),(b)(7)(C) 202-732-(b)(6),(b)(7)(C) Contracting Officer: (b)(6),(b)(7)(C) 202-732-(b)(6),(b)(7)(C)															
The purpose of this modification is to reflect an increase in staffing levels due to increased work at the El Paso Service Processing Center.															
Attachment: Update GPS Section B															
Continued ...															
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.															
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (b)(6),(b)(7)(C)											
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)		16C. DATE SIGNED									

NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Attachment: COR Determination Attachment: Transition Timeline  The total award has increased: From (b)(4) By: To: Exempt Action: Y Delivery Location Code: ICE/ERO ICE Enforcement & Removal Immigration and Customs Enforcement 801 I Street, NW Suite 900 Washington DC 20536  Period of Performance: 09/30/2015 to 09/29/2022  Add Item 0001A as follows:				
0001A	Transition Period for additional staff in support of increased detainee population and addition of third IRI flight requiring transportation support. Obligated Amount: \$0.00 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Delivery: 05/20/2016  Change Item 0002B to read as follows (amount shown is the total amount):	(b)(4)			585,552.33
0002B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements GUARANTEED MINIMUM - 600 BEDS Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Add Item 0002C as follows:	(b)(4)			
0002C	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements GUARANTEED MINIMUM - 600 BEDS Effective from 6/29/2016 to 9/28/2016. Obligated Amount: \$0.00 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Change Item 0004 to read as follows (amount shown Continued ...	(b)(4)			7,896,148.59



<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED HSCEDM-15-D-00009/P00004	PAGE 3 OF 7
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NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	is the total amount):				
0004	Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed 833,333 miles Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			
	Add Item 0004AA as follows:				
0004AA	Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed 833,333 miles Effective from 6/29/2016 to 9/28/2016 Obligated Amount: \$0.00 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			1,177,823.61
	Change Item 1002B to read as follows(amount shown is the total amount):				
1002B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements GUARANTEED MINIMUM - 600 BEDS Amount: (b)(4) (Option Line Item) 09/30/2016 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
	Change Item 1004 to read as follows(amount shown is the total amount):				
1004	Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed Minimum 1,000,000 miles Amount: (b)(4) (Option Line Item) 09/30/2016 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
	Change Item 2002B to read as follows(amount shown is the total amount):				
2002B	Detention and Food Services in accordance with Continued ...	(b)(4)			0.00

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED HSCEDM-15-D-00009/P00004	PAGE 4 OF 7
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NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Statement of Objectives and Performance Work Statements GUARANTEED MINIMUM - 600 BEDS Amount: (b)(4) Option Line Item 09/30/2017 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD				
	Change Item 2004 to read as follows (amount shown is the total amount):				
2004	Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed Minimum 1,000,000 miles Amount: (b)(4) Option Line Item 09/30/2017 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)		8	0.00
	Change Item 3002B to read as follows (amount shown is the total amount):				
3002B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements GUARANTEED MINIMUM - 600 BEDS Amount: (b)(4) Option Line Item 09/30/2018 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
	Change Item 3004 to read as follows (amount shown is the total amount):				
3004	Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed Minimum 1,000,000 miles Amount: (b)(4) Option Line Item 09/30/2018 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
	Change Item 4002B to read as follows (amount shown is the total amount):				
4002B	Detention and Food Services in accordance with Continued ...	(b)(4)			0.00



## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
HSCEDM-15-D-00009/P00004

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NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Statement of Objectives and Performance Work Statements GUARANTEED MINIMUM - 600 BEDS Amount: (b)(4) Option Line Item) 09/30/2019 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD				
	Change Item 4004 to read as follows (amount shown is the total amount):				
4004	Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed Minimum 1,000,000 miles Amount: (b)(4) Option Line Item) 09/30/2019 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
	Change Item 5002B to read as follows (amount shown is the total amount):				
5002B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements GUARANTEED MINIMUM - 600 BEDS Amount: (b)(4) Option Line Item) 09/30/2019 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
	Change Item 5004 to read as follows (amount shown is the total amount):				
5004	Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed Minimum 1,000,000 miles Amount: (b)(4) Option Line Item) 09/30/2020 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
	Change Item 6002B to read as follows (amount shown is the total amount):				
6002B	Detention and Food Services in accordance with Continued ...	(b)(4)			0.00

NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Statement of Objectives and Performance Work Statements GUARANTEED MINIMUM - 600 BEDS Amount: (b)(4) Option Line Item) 09/30/2021 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD				
	Change Item 6004 to read as follows (amount shown is the total amount):				
6004	Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed Minimum 500,000 miles Amount: (b)(4) Option Line Item) 09/30/2021 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
	Change Item 7002B to read as follows (amount shown is the total amount):				
7002B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements and in accordance with FAR 52.217-8, Option to Extend Services. Not-To-Exceed 6 months.  GUARANTEED MINIMUM - 600 BEDS Amount: (b)(4) Option Line Item) 09/30/2022 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
	Change Item 7004 to read as follows (amount shown is the total amount):				
7004	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements and in accordance with FAR 52.217-8, Option to Extend Services. Not-To-Exceed 6 months.  Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed Minimum 500,000 miles Continued ...	(b)(4)			0.00



CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	HSCEDM-15-D-00009/P00004	7	7

NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Amount (b)(4) (Option Line Item) 09/30/2022 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER  All other terms and conditions remain in full force and effect.				

### **Contract Modification Time Table**

May 16	Mod Transition Commencement
May 19	Final List of PSU names for Potential Candidates
May 23	Commence Final Vetting and begin Uniform and Equipment /Body Armor Size fitting
May 23	Commence Non-Commission and Commission Card Licensing.
May 27	Terminate Uniform fitting and Final Vetting of Employee.
May 27	Terminate Non-commission and Commission Card Licensing
May 27	Submit names for Payroll and begin to build HR files
May 31	Commence 67 Hour New Hire Training and New Supervisor
June 10	Terminate 67 Hour New Hire Training
June 13	Commence New Hire OJT and Transportation Training
June 24	Terminate New Hire OJT
June 25	Commence Firearm Range
June 27	Terminate Firearm Range
June 28	Ready for Performance



U.S. Department of Homeland Security  
115410 Montana Ave. Suite E  
El Paso, TX 79936



U.S. Immigration  
and Customs  
Enforcement

May 4, 2016

MEMORANDUM FOR:

(b)(6);(b)(7)(C)

Contracting Officer  
Detention, Compliance & Removals (DCR)  
Office of Acquisition Management (OAQ)

FROM:

(b)(6);(b)(7)(C)

Management and Program Analyst (MPA)/  
Contracting Officer's Representative (COR)  
El Paso Field Office

SUBJECT:

Determination of Contract Modifications Request

Ref:

Request for Proposal HSCEDM-15-R-00003/  
Contract HSCEDM-15-J-00048

Encl:

(1) Summary of Staffing Plan Modifications/Justification for  
Positions

This memorandum serves as documentation of concurrence for the Global Precision Systems (GPS) request and justification to modify the staffing plan. This request is a result of increased ICE requirements that were not identified in the Request for Proposal, HSCEDM-15-R-0003. The contract requires Global Precision Systems (GPS) to conduct detention management, supervision, food service, commissary, quality assurance and transportation services to the El Paso Service Processing Center while providing a safe and secure environment for detainees, contractor staff, government staff, and visitors.

Since November 29, 2015, GPS staffing workload have increased in all service areas of the contract. In determining the El Paso Field Office new requirements, the problems identified by GPS in the modification request are lack of sufficient staff to carry out daily and on demand tasks.

The work requirements beyond the statement of objective work consist of following issues:

- One Captain accumulating daily overtime performing dual duties of two Contract Detention Operation Supervisors (CDOS).
- One Transportation Captain accumulating daily overtime performing dual duties as Transportation Coordinator and IRI Supervisor.

SUBJECT: Determination Contract Modifications Request

Page 2

- Project Manager performing dual duties as the Transportation Coordinator on days the Transportation Captain is off.
- Since September 2015, the SPC and area facilities bed space have been near or at capacity. As a result, fulltime guards are required for barracks 5 and 6.
- Additional guards for new medical sick call/pill line building.
- Additional contract escorts for facility maintenance projects and daily deliveries.
- Conducting book-outs from detainee population.
- Special Housing Unit Escort guards.
- Additional guards for mess hall dining room security, two serving line security, pat downs (4).
- Daily Family Unit Transport (3-4 times a day) and juvenile transport.
- Transport ICE Escort Officer and detainee to and from airport.
- 3<sup>rd</sup> IRI (non-qualifiers) ground transportation to Del Rio Port of Entry (POE) and other designated POEs.
- 3<sup>rd</sup> IRI routine flight scheduled to start up on or about June 1, 2016.

The modifications are necessary to alter the terms of the contract in order to incorporate the level of staffing needed to accommodate ICE's increase in the scope of work beyond what is contained in the statement of objective, to include new and evolving ICE mission requirements. This will resolve the staffing shortage problems that developed after the contract award.

The modifications discussed in enclosure 1 are all an integral part of the work of this project, HSCEDM-15-J-00048 and are necessary to effectively and successfully perform daily and on demand mission requirements.

I recommend approval of this modification request due to increased mission operations resulting in justifying the requirement for additional contract staff for the El Paso Service Processing Center.





## Enclosure (1)

### Summary of Staffing Plan Modifications/Justification for Positions

#### Introduction:

Global Precision Systems, LLC (GPS) predicated its staffing proposal for Detention, Transportation and Food Management Services at the El Paso Service Processing Center on information provided in DHS-ICE Request for Proposal (RFP) HSCEDM-15-R-00003; specifically revision 8 to Sections C-M provided with Amendment 10. The RFP did not identify certain workload that has emerged since the beginning of contract performance on November 29, 2015. In order to address the increased work load, GPS has been charging, with ICE concurrence, 'On-Demand' Guard hours against CLIN 0006 which is effectively an overtime rate. This proposal will reduce the charges to CLIN 0006, specifically IRI supervisor hours.

#### Background:

ICE has removed ICE Enforcement Agents (IEA), Senior IEA's, Detention Operations Supervisors (DOS) and the Chief of Detention from its detention centers including El Paso. At the time the RFP was published, GPS based its staffing on these government positions being available to complement our staffing plan. In addition, certain supervisory tasking was not identified as contractor responsibility.

The RFP provided a "sample" post exhibit on pages 60-62, and while the posts listed on the chart were not mandatory, it was issued to enable contractors to develop their individual staffing plan for the facility. The additional posts we are requesting were not included on the sample post chart or otherwise identified in the RFP.

#### Discussion:

GPS has identified the following additional tasking that has increased the Scope of Work since GPS began contract performance on November 29, 2015:

##### **Transportation Coordinator (TC)/IRI Supervisor**

Transportation Operations at El Paso have expanded to virtually make the detention center a "hub" of operations for New Mexico as well as west Texas.

With the removal of ICE staff noted above, GPS has had to assume the transportation coordination activities previously accomplished by ICE SIEAs. Specifically, we are required to provide an IRI supervisor at the airport for ICE Air Operations. In our Technical Proposal Staffing Plan, we proposed that the Shift Captain would supervise the overall Transportation Operations, with Transportation Supervisors reporting to the Captain; however, the requirement to have a supervisor in charge of the IRI function *on site at the airport*, as well as having a Transportation Supervisor at the facility for other daily transportation operations, makes it virtually impossible to manage effectively and efficiently with current staffing. By increasing the authorized staffing by adding a TC (management position), the Shift Captain (which is a 24/7 position) can cover facility transportation needs, while the Transportation Shift Supervisor attends to the IRI missions. This "domino" approach also provides a Senior Transportation Manager at the facility on days when IRI missions do not occur, which is needed due to the absence of ICE staff.



### **Compliance Unit Supervisor (CDOS)**

Although ACA "officers" were identified (and proposed by GPS) in the RFP; ICE has now requested that we provide two supervisors per day to oversee the Compliance Unit (called CDOS). These positions were not identified in the RFP, and as such not contemplated in our proposal. These supervisors are currently charged to the "on demand guard" CLIN 0006 at an overtime rate. Approval of these positions will reduce the overall cost to the government.

### **Miscellaneous Facility Escorts/Functions**

*\*Vending Machine, Currency Exchange, Perimeter Patrol, Segregation Housing Unit Interview Escorts, 1 on 1 Medical Watch, Shakedown, and Contractor Escorts\**

These functions, which have been identified after GPS began services, were not specifically called out in the example staffing chart provided in the RFP, nor were these requirements listed elsewhere in the RFP or during discussions. Therefore, GPS' staffing plan and pricing did not address these requirements. GPS is currently handling these posts through diversion of other posts which weakens overall security of operations. Approval of these posts will enhance overall safety and security.

### **Barrack 5 and Barrack 6 Rovers**

GPS provides Barracks 5 and Barracks 6 Unit Officers. However, ICE has identified and requested that we provide a Rover to each Barracks daily. These officers will be utilized to conduct patrols of the Barracks 5 and Barracks 6 barracks areas and be used as escorts as necessary, thus enhancing facility security and reducing PREA concerns.

### **Mess Hall Officers**

The RFP example staffing chart listed three officers on day shift and three officers on swing shift. GPS proposed these staff. However, since contract performance began, due to the number of detainees at each meal service (over 800 vs 600 "guaranteed"), there is a requirement for additional mess hall officers on all shifts. Two additional officers are needed on day and swing shift to conduct pat down searches prior to allowing access/departure from the dining facility; one additional officer on days and swings is required to monitor the return of eating utensils and to maintain order during meal service; and, one officer is needed on graves to monitor detainee volunteer workers who report for duty at 4:30am (prior to arrival of day shift) and conduct a security and contraband sweep prior to the breakfast meal.

### **Processing Booking Officer**

Due to the increased amount of transportation operations, processing has encountered an increased workload in the booking in and booking out process. This function occurs daily on day and swing shifts and is in addition to the RFP suggested, and GPS proposed, Processing positions. In order to meet the operational demand of the facility and remain compliant with all governing procedures, an additional officer on the day shift and swing shift is needed. The booking officers will be responsible for the administrative aspects of logging detainees into the facility, as well as keep thorough and accurate logs of detainees being temporarily staged in the processing department.

### **Transportation Officers**

The transportation pace of operations has increased throughout our performance, both in terms of regular and "on demand" routes, and is anticipated to increase further. To meet current operational





demands and prepare for future increases, we are proposing additional transportation officers to meet this demand

Additionally, commencing the week of April 4, 2016, GPS assumed duties on an additional IRI flight, which takes at a minimum of 8 officers and 1 supervisor for up to 12 hours a day. The previous requirement was twice per week.

Currently, GPS is conducting the IRI detail on Tuesdays and Thursdays of each week with planned staffing. However the week of April 4, 2016 operational tempo increased to include Mondays (Mondays, Tuesdays, and Thursdays). This is a total of six IRI missions (three incoming and three outgoing flights) that will be conducted weekly. In addition, GPS is conducting an average of 31 "on demand" transportation missions monthly, which takes our planned staffing out of the mix for routes listed in the RFP. The increasing tempo of on demand routes, coupled with the additional IRI requirements necessitate additional transportation staffing.

The "on demand" routes are above our planned staffing, as no specific information in terms of hours requirements or frequencies were provided in the RFP for guidance.

Approval of the additional transportation posts will both decrease the charges to the "on demand" CLIN xxx6 (for IRI hours) and increase facility transportation capability.

### Recommendation for Staffing Increase:

Position	Day Shift	Swing Shift	Grave Shift	Posts Per Day	Hours Per Day	Days Per Year	Hours Per Year	FTE Factor	FTE	Relief Factor
Transportation Coordinator/IRI Supervisor	1	0	0	1	8	260	2,080	2,080	1	S*
Compliance Supervisor	2	0	0	2	16	260	4,160	2,080	2	S
Facility Escort	3	2	1	6	48	365	17,520	1,825	9.6	S
Facility Rover	4	4	0	8	64	365	23,360	1,825	12.8	S
Barrack 5 Rover	1	1	1	3	24	365	8,760	1,825	4.8	S
Barrack 6 Rover	1	1	1	3	24	365	8,760	1,825	4.8	S
Processing Booking Officer	1	1	0	2	16	365	5,840	1,825	3.2	P*
Mess Hall	3	3	1	7	56	365	20,440	1,825	11.2	P
Transportation Officers	6	6	2	14	112	365	40,880	1,813	22.5	S
<b>Total</b>							<b>131,800</b>		<b>72</b>	
*S= Self Relieving Post										
*P=Physical relief required										



### Additional Muster Time related to Staffing Increase:

Per RFP paragraph 20.6, ICE requires each detention post to muster 15 minutes (.25 hours) prior to shift commencement. The additional hours for muster are calculated below:

Position	Day Shift	Swing Shift	Grave Shift	Posts Per Day	Muster Hours Per Day	Days Per Year	Hours Per Year	FTE Factor	FTE	Relief Factor
Facility Escort	3	2	1	6	1.5	365	547.5			
Facility Rover	4	4	0	8	2.0	365	730.0			
Barrack 5 Rover	1	1	1	3	0.75	365	273.75			
Barrack 6 Rover	1	1	1	3	0.75	365	273.75			
Processing Booking Officer	1	1		2	0.50	365	182.5			
Mess Hall	3	3	1	7	1.75	365	638.75			
<b>Total</b>							<b>2,646.25</b>			

### Pricing:

In pricing this modification request, GPS utilized the same pricing concept as our original price proposal..

Our attached Pricing Workbook is broken into sections including:

**Section B Tab:** We have illustrated the current price, the monthly increase and the new monthly price. On this sheet, we have added CLIN 00016 for transition training labor and other direct expense items. We then included only CLIN xxx2B (Detention Services) and CLIN xxx4 (Transportation) in this pricing workbook, as these are the only current CLINs affected by this modification.

**CLIN xxx16 Tab:** This tab itemizes training wages for the new hires. Detention Officers and Transportation Officers require 187 hours of training to be ready stand post (40 ACA, 67 Initial and 80 hours OJT). Transportation Officers require an additional 24 hours firearms training. The Compliance Supervisors and Transport Coordinator require 227 hours of training as supervisors are required by the contract to complete all training for detention officers plus an additional 40 hours management/supervisory training. This training wasn't an issue in the initial contract startup because the majority of the officers were incumbents and already had (b)(4)

**Total Training Wage**

**ODC List Tab:** This tab itemizes other direct expenses related to the transition and the increase to ODCs in the option years due to replacement costs for the 72 new staff. This is an exhaustive list of the new uniforms, weapons, radios, miscellaneous employee expenses, riot gear (additional sets to meet the 30% requirement), and additional communications gear required to meet the new employee's requirements. The ODC increase also extends to the Option years of the contract to support the additional staff. Note: In Option 1, we are charging a reduced rate as there the uniforms and equipment purchased during the transition should last through the Option 1 period.

**Total Transition ODCs: \$147,633.50**





**CLIN XXX2B Tab:** This tab illustrates the cost of productive and overhead hours for detention operations. Productive hours are post hours + muster time (15 minutes per post per day); overhead hours include vacation, sick leave, training, etc. hours required by the CBA.

**CLIN XXX4 Tab:** This tab illustrates the cost of productive and overhead hours for transportation operations. Productive hours are post hours + muster time (15 minutes per post per day); overhead hours include vacation, sick leave, training, etc. hours required by the CBA.

**Hours Summary Tab:** This tab depicts the post hours we have proposed.

#### **Annual Increases:**

As stated in our original price proposal for this contract, GPS reduced the hourly wages paid to detention officers and transportation officer in Options 2 through 7 to the current Federal Wage Determination Rate for Detention Officers, due to the expiration of the CBA at the end of Option 1. Future requests for equitable adjustment will be based on our "bid" price and the difference in wages between either a new CBA or the current Wage Determination, as we indicated in our original bid for the contract price narrative.

#### **Bed Day Rate Increase:**

The Bed Day Rate increases as a result of the increased staff and associated costs. The Bed Day Rate (BDR) is calculated as the Labor Costs/(600 Detainees times 365 Days). Using Option Year 1 as an example, the total proposed cost for CLIN 1002B is adjusted to (b)(4). This amount is then divided by (b)(4) bed days to derive an adjusted bed day rate of (b)(4).

This bed day rate increase will result in elimination of the current charges for IRI supervisors charged against the On Demand Guard CLIN 0006, and enhance the overall safety and physical security of the facility, facility staff and visitors.

#### **Conclusion:**

Adding the requested staffing will greatly increase the efficiency of operations at El Paso Service Processing Center and enable GPS to provide the additional service requirements.

#### **Proposal Notes:**

GPS is requesting a 45 day lead time to staff the new posts recommended in this proposal due to the length of time required to procure a suitability determination and the time required to medically clear, train and outfit the new staff. The target start date is June 1, 2016.

We are also requesting that GPS eQip packages be given priority at PSU to ensure staffing the new posts occurs on time.

Additionally, in the past, ICE has conducted "expedited" clearances (during transitions for El Centro and Florence SPCs) by allowing new staff to work on the contract after their initial NCIC is conducted, with the eQip package and final suitability determination to follow. Due to our own background investigations, we have had very few new hires that did not later clear under the eQip process. Our background check includes national criminal records, driving records, and credit reports.

## CONTINUATION SHEET

HSCEDM-15-R-00003

PAGE OF

NAME OF OFFEROR OR CONTRACTOR

Global Precision Systems, LLC

(A) ITEM NO.	(B) SUPPLIES/SERVICES	(C) QUANTITY	(D) UNIT	(E) UNIT PRICE	(F) AMOUNT
00016	Transition Period Unit of issue = Lot (LT) Product/Service Code: S206 Product/Service Description: Housekeeping -Guard Period of Performance: 09/30/2015 to 11/28/2015	(b)(4)			
0002B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements GUARANTEED MINIMUM - 600 BEDS  Note: The guaranteed monthly minimum is calculated as follows:  $600 \text{ beds} * \text{the bed/day rate} * 30 \text{ days} = \text{guaranteed monthly minimum}$ Bed Day Rate = (b)(4)  Note: The contractor shall serve three meals per 24 hour period to each detainee (breakfast, lunch and dinner). Any of these meals may be substituted as required (e.g. air flight meal, special diet meal and/or therapeutic diet meal).  Product/Service Code: S206 Product/Service Description: Housekeeping -Guard Period of Performance: 11/29/2015 to 09/29/2016				
0004	Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed 833,333 miles.  Product/Service Code: V999 Product/Service Description: Transportation/Travel/Relocation-Other Period of Performance: 11/29/2015 to 09/29/2016				
1002B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements GUARANTEED MINIMUM - 600 BEDS  Note: The guaranteed monthly minimum is calculated as follows:  $600 \text{ beds} * \text{the bed/day rate} * 30 \text{ days} = \text{guaranteed monthly minimum}$ Bed Day Rate = (b)(4)  Note: The contractor shall serve three meals per 24 hour period to each detainee (breakfast, lunch and dinner). Any of these meals may be substituted as required (e.g. air flight meal, special diet meal and/or therapeutic diet meal).  Product/Service Code: S206 Product/Service Description: Housekeeping -Guard Period of Performance: 09/30/2016-09/29/2017 Option year 1				
1004	Transportation (in accordance with Statement of Objectives				

2018-ICLI-00040



and Performance Work Statement) - Guaranteed 1,000,000 miles.

Product/Service Code: V999

Product/Service Description:

Transportation/Travel/Relocation-Other

Period of Performance: 09/30/2016-09/29/2017

Option year 1

2002B Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements  
GUARANTEED MINIMUM - 600 BEDS

Note: The guaranteed monthly minimum is calculated as follows:

600 beds \* the bed/day rate \* 30 days = guaranteed monthly minimum

Bed Day Rate = (b)(4)

Note: The contractor shall serve three meals per 24 hour period to each detainee (breakfast, lunch and dinner). Any of these meals may be substituted as required (e.g. air flight meal, special diet meal and/or therapeutic diet meal).

Product/Service Code: S206

Product/Service Description: Housekeeping -Guard

Period of Performance: 09/30/2017-09/29/2018

Option year 2

2004 Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed 1,000,000 miles.

Product/Service Code: V999

Product/Service Description:

Transportation/Travel/Relocation-Other

Period of Performance: 09/30/2017-09/29/2018

Option year 2

3002B Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements  
GUARANTEED MINIMUM - 600 BEDS

Note: The guaranteed monthly minimum is calculated as follows:

600 beds \* the bed/day rate \* 30 days = guaranteed monthly minimum

Bed Day Rate = (b)(4)

Note: The contractor shall serve three meals per 24 hour period to each detainee (breakfast, lunch and dinner). Any of these meals may be substituted as required (e.g. air flight meal, special diet meal and/or therapeutic diet meal).

Product/Service Code: S206

Product/Service Description: Housekeeping -Guard

Period of Performance: 09/30/2018-09/29/2019

Option year 3

3004 Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed 1,000,000 miles.

Product/Service Code: V999  
Product/Service Description:  
Transportation/Travel/Relocation-Other  
Period of Performance: 09/30/2018-09/29/2019  
Option year 3

(b)(4)

4002B Detention and Food Services in accordance with Statement  
of Objectives and Performance Work Statements  
GUARANTEED MINIMUM - 600 BEDS

Note: The guaranteed monthly minimum is calculated as  
follows:

600 beds \* the bed/day rate \* 30 days = guaranteed monthly  
minimum

Bed Day Rate = (b)(4)

Note: The contractor shall serve three meals per 24 hour  
period to each detainee (breakfast, lunch and dinner). Any  
of these meals may be substituted as required (e.g. air flight  
meal, special diet meal and/or therapeutic diet meal).

Product/Service Code: S206  
Product/Service Description: Housekeeping -Guard  
Period of Performance: 09/30/2019-09/29/2020  
Option year 4

4004 Transportation (in accordance with Statement of Objectives  
and Performance Work Statement) - Guaranteed 1,000,000  
miles.

Product/Service Code: V999  
Product/Service Description:  
Transportation/Travel/Relocation-Other  
Period of Performance: 09/30/2019-09/29/2020  
Option year 4

5002B Detention and Food Services in accordance with Statement  
of Objectives and Performance Work Statements  
GUARANTEED MINIMUM - 600 BEDS

Note: The guaranteed monthly minimum is calculated as  
follows:

600 beds \* the bed/day rate \* 30 days = guaranteed monthly  
minimum

Bed Day Rate = (b)(4)

Note: The contractor shall serve three meals per 24 hour  
period to each detainee (breakfast, lunch and dinner). Any  
of these meals may be substituted as required (e.g. air flight  
meal, special diet meal and/or therapeutic diet meal).

Product/Service Code: S206  
Product/Service Description: Housekeeping -Guard  
Period of Performance: 09/30/2020-09/29/2021  
Option year 5

5004 Transportation (in accordance with Statement of Objectives  
and Performance Work Statement) - Guaranteed 1,000,000  
miles.

Product/Service Code: V999



Product/Service Description:  
Transportation/Travel/Relocation-Other  
Period of Performance: 09/30/2020-09/29/2021  
Option year 5

6002B Detention and Food Services in accordance with Statement  
of Objectives and Performance Work Statements  
GUARANTEED MINIMUM - 600 BEDS

Note: The guaranteed monthly minimum is calculated as  
follows:

600 beds \* the bed/day rate \* 30 days = guaranteed monthly  
minimum (b)(4)

Bed Day Rate =

Note: The contractor shall serve three meals per 24 hour  
period to each detainee (breakfast, lunch and dinner). Any  
of these meals may be substituted as required (e.g. air flight  
meal, special diet meal and/or therapeutic diet meal).

Product/Service Code: S206  
Product/Service Description: Housekeeping -Guard  
Period of Performance: 09/30/2021-09/29/2022  
Option year 6

6004 Transportation (in accordance with Statement of Objectives  
and Performance Work Statement) - Guaranteed 1,000,000  
miles.

Product/Service Code: V999  
Product/Service Description:  
Transportation/Travel/Relocation-Other  
Period of Performance: 09/30/2021-09/29/2022  
Option year 6

7002B Detention and Food Services in accordance with Statement  
of Objectives and Performance Work Statements  
GUARANTEED MINIMUM - 600 BEDS

Note: The guaranteed monthly minimum is calculated as  
follows:

600 beds \* the bed/day rate \* 30 days = guaranteed monthly  
minimum (b)(4)

Bed Day Rate =

Note: The contractor shall serve three meals per 24 hour  
period to each detainee (breakfast, lunch and dinner). Any  
of these meals may be substituted as required (e.g. air flight  
meal, special diet meal and/or therapeutic diet meal).

Product/Service Code: S206  
Product/Service Description: Housekeeping -Guard  
Period of Performance: 09/30/2022-03/31/2023  
Option year 7

7004 Transportation (in accordance with Statement of Objectives  
and Performance Work Statement) - Guaranteed 1,000,000  
miles.

Product/Service Code: V999  
Product/Service Description:  
Transportation/Travel/Relocation-Other

(b)(4)

Period of Performance: 09/30/2022-03/31/2023  
Option year 7





## CLIN 00016

## Training Wages

			FTE	Rate	Hours	Total Hrs	Total Wages
Detention Officers				(b)(4)			
Transport Officers							
Transport Coordinator							
Compliance Supervisors							
FICA							
WC	Blended Rate						
GL							
H&W							
Pension							
Sub Total							
G&A							
Profit							
Grand Total							437,918.83

00016 Transition ODCs	
Items	Cost
Uniforms	\$ (b)(4)
Weapons	\$
Radios	\$
Misc Expenses	\$
DCT Gear	\$
Office Supplies	\$
Accommodations	\$
<b>TOTAL</b>	\$ 147,633.50

CLIN 00016	
Training Labor	\$ (b)(4)
ODCs	\$
<b>TOTAL</b>	\$ 585,552.33

## Training Hours

Detention/Transport Officers	
Initial	67
OJT	80
ACA	40
	<b>187</b>

Manager/Supervisor	
Initial	(b)(4)
OJT	
ACA	
Manager/Supervisor	
	<b>227</b>

### Replacement & New Hire Items

Transition and Remainder of Base Year Additional ODCs						Replacement & New Hire Items							
Expense Category	Quantity	FTE	Units	Unit Cost	Total Expense	Option Years	1	2	3	4	5	6	7
1) UNIFORM/DUTY GEAR													
Management Group	(b)(4)												
Polo Shirts													
Trousers													
Belt Cap, replaced 4 x per year													
Boots													
Jacket													
Windbreaker													
Raincoat													
Trouser Belt													
New Hire Uniforms													
Detention & Transport Group													
Shirt, short sleeve													
Trouser BDU													
Trouser, all season weight													
Boots (CBA Allowance)													
Jacket, Police Style "Bomber"													
Jacket, Windbreaker													
Raincoat													
Belt Cap, replaced 4 x per year													
Duty/Pistol Belt													
Trouser belt													
Keepers, belt (minimum of 4), Set of 4													
Baton Holder													
Gloves, search													
Handcuffs													
Handcuff case													
Mini-maglite & holder													
AA Batteries													
Key strap w/flap													
Radio Holders													
Microshield CPR Mask/Gloves/Pouch													
Name Tag Cloth w/velcro													
Security Badge - Cloth													
Shoulder Patch													
Notebooks													
Pens													
New Hire Uniforms													
Holster													
magazines													
magazine holder													
Body Armor													
Body Armor New Hires													
21" collapsible baton													
Baton holder (swivel style)													
Shipping													
Sub Total					\$ (b)(4)								
Expense Category													
2) WEAPONS (Transport Officers)													
Semi-auto Pistol													
Gun Box (Employee Issue)													
Transition Qualification Ammo													
Transition Range Fee (Non ICE Range)													
Officer Quarterly Qual rds													
Quarterly Range Fees (Non ICE Range)													
New Hire Qual Rds													
New Hire Range Fees (Non ICE Range)													
Officer "Carry" rds													



Cleaning Supplies  
Targets & Backing 4 quads  
Shipping and FFL Handling

**Sub Total**

**Expense Category**

**3) RADIO EQUIPMENT**

2 way radios (incl port staff radios)  
Replacements  
Shoulder Mics  
Replacements  
Spare Batteries  
Replacement Batteries  
Charging Trays  
Shipping

**Sub Total**

**Expense Category**

**4) MISC EXPENSES**

Class D Guard Permit  
New Hire Guard Permits  
CDL  
ACA Memberships (all managers incl subs)  
ACA Certification Program  
ACA Study Materials  
ACA Recertifications  
Transition Physicals  
Transition Drug Screens  
Transition Background Checks  
Transition TB Tests  
Transition Respirator Fit Test  
Transition Hep Shots  
Transition Employee Manuals  
New Hire Physicals  
New Hire Drug Screens  
New Hire Background Checks  
New Hire TB Tests  
New Hire Hep Shots  
New Hire Resp Fit Testing  
New Hire Employee Manual  
Random Drug Screens 36%  
Random DOT Drug Screens 50%  
Annual Physicals  
US DOT Bi-Annual Physicals  
Annual Drug Screens  
Annual TB Tests  
N95 Respirators  
Drivers Logs/Supplies  
DOT Compliance E-Logs

**Sub Total**

(b)(4)

\$ (b)(4)

Quantity FTE Units Unit Cost Total Expense

(b)(4)

\$ (b)(4)

Quantity FTE Units Unit Cost Total Expense

(b)(4)

\$ (b)(4)

(b)(4)

(b)(4)

(b)(4)

Expense Category

7) DCT/RIOT GEAR

30% of Detention Staff is requirement; adding 47 DO's x 3% = 14 additional staff

Police Riot Helmet

Tactical Gas Mask

Gask Mask Holders

Filters

36" poly riot baton

Baton Holder

Riot Shields

Riot Vests

OC Spray canisters

OC Spray Holders

Protectors, neck, chest, knee, shin, elbow

Tactical Gloves

gear bags

Replacement Gear

Shipping

Sub Total

Expense Category

8) Off-Site Office/Training Complex/Parking Lot

Cell Service w/data plan & insurance

Cell Phone Case

1st Aid Cards

Sub Total

Expense Category

9) Accommodations & Travel

Hotel Ball Room for Training 72 staff

Corporate Trainer Flight

Corporate Trainer Per Diem

Sub Total

Grand Total for Transition/Remaining Base Year ODCs

Opt 1 reduced due to base yr start up expense

Opt 1

Opt 2

Opt 3

Opt 4

Opt 5

Opt 6

Opt 7

Base

Increase p/month



Note: Base Period is calculated for 12 months, monthly rate calculated by dividing total annual labor dollars by 12 months  
 Opt 7 is calculated the same way but divided by 6 months

Post Hours and Rates		Base		Opt 1		Total		CBA Expired Opt 2		Total		Opt 3		Total		Leap Year Opt 4		Total		Opt 5		Total		Opt 6		Total		Opt 7		Total	
(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)	
Overhead Hours with Benefits and Rates		FTE		Ave Hrs		Rate		Hours		Total																					
(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)	
Overhead Hours with no Benefits and Rates		FTE		Ave Hrs		Rate		Hours		Total																					
(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)		(b)(4)	
Worked																															

(b)(4)

FTE	Rate	Hours	Total	Rate	Total	Rate	Total	Rate	Total	Rate	Total
(b)(4)				(b)(4)				(b)(4)			



Note: Base Period is calculated for 12 months; monthly rate calculated by dividing total annual labor dollars by 12 months  
 Opt 7 is calculated the same way but divided by 6 months

Post Hours and Rates		Base		Opt 1		Total		CBA Expired		Opt 2		Total		Opt 3		Total		Opt 4		Total		Opt 5		Total		Opt 6		Total		Opt 7		Total	
Transport Officers		Base		Opt 1		Total		CBA Expired		Opt 2		Total		Opt 3		Total		Opt 4		Total		Opt 5		Total		Opt 6		Total		Opt 7		Total	
FTE																																	
Dy																																	
Leap Year																																	
Swing																																	
Leap Year																																	
Grave																																	
Leap Year																																	

Overhead Hours with Benefits and Rates

FTE	Ave Hrs	Rate	Hours	Total
(b)(4)				

Overhead Hours with no Benefits and Rates

FTE	Ave Hrs	Rate	Hours	Total
(b)(4)				

(b)(4)

(b)(4)				
--------	--	--	--	--

	FTE	Rate	Hours	Total	Rate	Total	Rate	Total	Rate	Total	Rate	Total	Rate	Total
Transport Coordinator														
Fringe														
Total Labor														
Sub G&A														
Sub Profit														
Prime G&A														
Prime Profit														
GTOTAL														
TOTAL LABOR CL														
MONTHLY CLIN X														

(b)(4)



Position	HOURS P/SHIFT				FTE ROUNDED								
	Day Shift	Swing Shift	Grave Shift	Posts Per Day	Hours Per Day	Days Per Year	Hours Per Year	FTE Footnote	FTE	Relief Footnote	DAY	SWING	GRAVE
Transportation Coordinator/IRI Supervisor	(b)(4)												
Total													
Compliance Supervisor													
Total													
Facility Escort*													
Facility Rover*													
Barrack 5 Rover*													
Barrack 6 Rover*													
Processing Booking Officer*													
Miss Hall*													
Total													
Transportation Officers													
Total													
Grand Total													
*Posts require 15 minute muster													
# Self relieving post													
& Post requires physical relief													

\*Posts require 15 minute muster  
 # Self relieving post  
 & Post requires physical relief

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 5	
2. AMENDMENT/MODIFICATION NO. P00005		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ NO.	
6. ISSUED BY ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street, NW Suite 930 WASHINGTON DC 20536		CODE ICE/DCR		5. PROJECT NO. (If applicable)	
		7. ADMINISTERED BY (If other than item 6) ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street NW, suite 930 Washington DC 20536		CODE ICE/DCR	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  GLOBAL PRECISION SYSTEMS LLC ATTN GLOBAL PRECISION SYSTEMS LLC 4600 DEBARR RD STE 200 ANCHORAGE AK 995083126		(X)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		X		10A. MODIFICATION OF CONTRACT/ORDER NO. HSCEDM-15-D-00009	
				10B. DATED (SEE ITEM 13) 08/26/2015	
CODE 8055967100000		FACILITY CODE			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 9 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Bilateral Modification

**E. IMPORTANT:** Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)**

DUNS Number: 805596710  
 Program Office POC: (b)(6),(b)(7)(C) 915-856-(b)(6),(b)(7)(C)  
 COR: (b)(6),(b)(7)(C) 915-298-(b)(6),(b)(7)(C)  
 ACOR: (b)(6),(b)(7)(C) 915-856-(b)(6),(b)(7)(C)  
 Contract Specialist: (b)(6),(b)(7)(C), 202-732-(b)(6),(b)(7)(C)  
 Contracting Officer: (b)(6),(b)(7)(C) 202-732-(b)(6),(b)(7)(C)  
 Contracting Officer: (b)(6),(b)(7)(C) 202-732-(b)(6),(b)(7)(C)

The purpose of this modification is to exercise option period one for the Guard and Transportation Services contract at the El Paso Service Processing Center. Incorporation of Wage Determination #2015-2511, Rev 2, Dated 09/01/2016  
 Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) (b)(6),(b)(7)(C) VP of BSNC		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (b)(6),(b)(7)(C)	
15C. DATE SIGNED 15 Sep 2016		16C. DATE SIGNED 9/16/16	

NSN 7540-01-152-8070  
 Previous edition unusable

STANDARD FORM 30 (REV 10-83)  
 Prescribed by GSA  
 FAR (48 CFR) 53.243



NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Attachment 5: Wage Determination 2015-2511, Rev2, Dated 09/01/2016.</p> <p>The total award remains unchanged:  From (b)(4)  By:  To:  Exempt Action: Y  Delivery Location Code: ICE/ERO  ICE Enforcement &amp; Removal  Immigration and Customs Enforcement  801 I Street, NW  Suite 900  Washington DC 20536</p> <p>Period of Performance: 09/30/2015 to 09/29/2022</p> <p>Change Item 1002B to read as follows (amount shown is the total amount):</p>				
1002B	<p>Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements GUARANTEED MINIMUM - 600 BEDS  Product/Service Code: S206  Product/Service Description: HOUSEKEEPING- GUARD</p> <p>Change Item 1004 to read as follows (amount shown is the total amount):</p>	(b)(4)			
1004	<p>Transportation (in accordance with Statement of Objectives and Performance Work Statement) -  Guaranteed Minimum 1,000,000 miles  Product/Service Code: V999  Product/Service Description:  TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER</p> <p>Change Item 1004A to read as follows (amount shown is the total amount):</p>	(b)(4)			
1004A	<p>Transportation (in accordance with Statement of Objectives and Performance Work Statement) -  Above Guaranteed 1,000,000 miles  Product/Service Code: V999  Product/Service Description:  TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER  Continued ...</p>	(b)(4)			

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
HSCEDM-15-D-00009/P00005

PAGE 3 OF 5

NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
1005B	Change Item 1005B to read as follows (amount shown is the total amount): Food Product/Service Code: 8945 Product/Service Description: FOODS, OILS, & FATS				
1006	Change Item 1006 to read as follows (amount shown is the total amount): On Demand Guards Fully burdened labor rate: (b)(4) Contractor shall be reimbursed for hours as incurred. Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD				
1006A	Change Item 1006A to read as follows (amount shown is the total amount): On Demand Transportation Labor (In Excess of Fixed Monthly Routes on CLIN 1004) - Fully burdened labor rate: (b)(4) Contractor shall be reimbursed for hours as incurred. Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD				
1006B	Change Item 1006B to read as follows (amount shown is the total amount): On Demand Transportation Mileage Reimbursement (In Excess of Fixed Monthly Routes on CLIN 1004) Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER				
	Change Item 1007 to read as follows (amount shown is the total amount): Continued ...				



## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
HSCEDM-15-D-00009/P00005

PAGE 4 OF 5

NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
1007	Overtime Transportation Guards  Fully burdened labor rate: (b)(4)  Contractor shall be reimbursed for hours as incurred. Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Change Item 1008 to read as follows (amount shown is the total amount):	(b)(4)			
1008	Transportation - MI&E and Lodging  Contractor shall be reimbursed for expenses as incurred. MI&E and Lodging will be reimbursed at the GSA published rates at the time travel occurs. Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER  Change Item 1011 to read as follows (amount shown is the total amount):	(b)(4)			
1011	Sack Lunches/IAO Meals - NTE 36,000 In accordance with 2011 PBNDS Food Service Section 4.1 Product/Service Code: 8945 Product/Service Description: FOODS, OILS, & FATS  Change Item 1012 to read as follows (amount shown is the total amount):	(b)(4)			
1012	Detainee Work Program  Contractor shall be reimbursed for expenses as incurred. Detainees eat (b)(4) per day. Product/Service Code: S203 Product/Service Description: HOUSEKEEPING- FOOD  Change Item 1013 to read as follows (amount shown is the total amount):	(b)(4)			
1013	Albuquerque Sub Office Meals  Continued ...	(b)(4)			

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
HSCEDM-15-D-00009/P00005

PAGE 5 OF 5

NAME OF OFFEROR OR CONTRACTOR

GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	EST. 420 meals monthly  (b)(4)  Obligated Amount: \$0.00 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Delivery: 30 Days After Award  Change Item 1014 to read as follows (amount shown is the total amount):  1014 Pecos Sub Office Meals  EST. 500 meals monthly  (b)(4)  Obligated Amount: \$0.00 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  All other terms and conditions remain in full force and effect.				



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE OF PAGES 1 16
2. AMENDMENT/MODIFICATION NO. P00010	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street, NW Suite (b)(6),(b)(7)(C) WASHINGTON DC 20536	CODE ICE/DCR	7. ADMINISTERED BY (If other than Item 6) ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street NW, suite (b)(6),(b)(7)(C) Washington DC 20536	CODE ICE/DCR
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) GLOBAL PRECISION SYSTEMS LLC ATTN GLOBAL PRECISION SYSTEMS LLC 4600 DEBARR RD STE 200 ANCHORAGE AK 995083126		(x) 9A. AMENDMENT OF SOLICITATION NO.	
		9B. DATED (SEE ITEM 11)	
		x 10A. MODIFICATION OF CONTRACT/ORDER NO. HSCEDM-15-D-00009	
		10B. DATED (SEE ITEM 13) 08/26/2015	
CODE 8055967100000	FACILITY CODE		

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Bilateral Modification

**E. IMPORTANT:** Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 805596710

Program Office POC: (b)(6),(b)(7)(C) 915-856-(b)(6),(b)(7)(C)

COR: (b)(6),(b)(7)(C) 915-225-(b)(6),(b)(7)(C)

ACOR: (b)(6),(b)(7)(C) 915-856-(b)(6),(b)(7)(C)

Contract Specialist: (b)(6),(b)(7)(C) 202-732-(b)(6),(b)(7)(C)

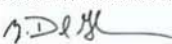
Contracting Officer: (b)(6),(b)(7)(C) 202-732-(b)(6),(b)(7)(C)

(b)(6),(b)(7)(C) 202-732-(b)(6),(b)(7)(C)

The purpose of this modification is to update CLIN pricing in response to the Option Year 2 exercise and the incorporation of the new CBA in P00007. All pricing changes will be noted at the CLIN level.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Z. Daniel Graham, President	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (b)(6),(b)(7)(C)
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED 02/16/2018

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 56 (REV. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

2018-ICLI-00040 7478

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NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>The total award is increased:  From (b)(4)  By:  To:  Exempt Action: Y Sensitive Award: NONE  Delivery Location Code: ICE/ERO  ICE Enforcement &amp; Removal  Immigration and Customs Enforcement  801 I Street, NW  Suite 900  Washington DC 20536</p> <p>Period of Performance: 09/30/2015 to 09/29/2022</p> <p>Change Item 2002B to read as follows (amount shown is the total amount):</p>				
2002B	<p>Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements GUARANTEED MINIMUM - 600 BEDS</p> <p>Increases:  From (b)(4)  By:  To:  Product/Service Code: S206  Product/Service Description: HOUSEKEEPING- GUARD</p> <p>Change Item 2004 to read as follows (amount shown is the total amount):</p>				(b)(4)
2004	<p>Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed Minimum 1,000,000 miles</p> <p>Increases:  From (b)(4)  By:  To:  Product/Service Code: V999  Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER</p> <p>Change Item 2006 to read as follows (amount shown is the total amount):</p>				(b)(4)
2006	<p>On Demand Guards Continued ...</p>				(b)(4)



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NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Increases: From (b)(4) By: To:  Fully burdened labor rate: (b)(4)  Contractor shall be reimbursed for hours as incurred. Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Change Item 2006A to read as follows (amount shown is the total amount):  2006A On Demand Transportation Labor (In Excess of Fixed Monthly Routes on CLIN 2004) -  Increases: From (b)(4) By: To:  Fully burdened labor rate: (b)(4)  Contractor shall be reimbursed for hours as incurred. Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Change Item 2007 to read as follows (amount shown is the total amount):  2007 Overtime Transportation Guards  Increases: From (b)(4) By: To:  Fully burdened labor rate: (b)(4)  Contractor shall be reimbursed for hours as incurred. Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Continued ...				

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NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
2009	<p>Change Item 2009 to read as follows (amount shown is the total amount):</p> <p>Emergency Food Service Labor - Overtime</p> <p>Increases: From (b)(4) By: To:</p> <p>Fully burdened labor rate: \$(b)(4)</p> <p>Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) (Option Line Item) 09/30/2017 Product/Service Code: S203 Product/Service Description: HOUSEKEEPING- FOOD</p>	(b)(4)			0.00
3002B	<p>Change Item 3002B to read as follows (amount shown is the total amount):</p> <p>Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements GUARANTEED MINIMUM - 600 BEDS</p> <p>Increases: From (b)(4) By: To: Amount: (b)(4) (Option Line Item) 09/30/2018 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD</p>	(b)(4)			0.00
3004	<p>Change Item 3004 to read as follows (amount shown is the total amount):</p> <p>Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed Minimum 1,000,000 miles</p> <p>Increases: From (b)(4) By: To: Amount: (b)(4) (Option Line Item) Continued ...</p>	(b)(4)			0.00



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NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
3006	<p>09/30/2018 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER</p> <p>Change Item 3006 to read as follows (amount shown is the total amount):</p> <p>On Demand Guards</p> <p>Increases: From (b)(4) By: To: Fully burdened labor rate: (b)(4)</p> <p>Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) (Option Line Item)</p> <p>09/30/2018 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD</p> <p>Change Item 3006A to read as follows (amount shown is the total amount):</p>			(b)(4)	0.00
3006A	<p>On Demand Transportation Labor (In Excess of Fixed Monthly Routes on CLIN 3004) -</p> <p>Increases: From (b)(4) By: To: Fully burdened labor rate (b)(4)</p> <p>Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) (Option Line Item)</p> <p>09/30/2018 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD</p> <p>Change Item 3007 to read as follows (amount shown is the total amount):</p> <p>Continued ...</p>			(b)(4)	0.00

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NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
3007	Overtime Transportation Guards  Increases: From (b)(4) By: To:  Fully burdened labor rate (b)(4)  Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) (Option Line Item) 09/30/2018 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Change Item 3009 to read as follows (amount shown is the total amount):	(b)(4)			0.00
3009	Emergency Food Service Labor - Overtime  Increases: From (b)(4) By: To:  Fully burdened labor rate (b)(4)  Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) (Option Line Item) 09/30/2018 Product/Service Code: S203 Product/Service Description: HOUSEKEEPING- FOOD  Change Item 4002B to read as follows (amount shown is the total amount):	(b)(4)			0.00
4002B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements GUARANTEED MINIMUM - 600 BEDS  Increases: From (b)(4) By: To: Amount: (b)(4) (Option Line Item) 09/30/2019 Continued ...	(b)(4)			0.00



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GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
4004	Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Change Item 4004 to read as follows (amount shown is the total amount):  Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed Minimum 1,000,000 miles  Increases: From (b)(4) By: To: Amount (b)(4) (Option Line Item) 09/30/2019 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER  Change Item 4006 to read as follows (amount shown is the total amount):  On Demand Guards  Increases: From (b)(4) By: To: Fully burdened labor rate: (b)(4)  Contractor shall be reimbursed for hours as incurred Amount: (b)(4) (Option Line Item) 09/30/2019 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Change Item 4006A to read as follows (amount shown is the total amount):  On Demand Transportation Labor (In Excess of Fixed Monthly Routes on CLIN 4004) -  Increases: From (b)(4) Continued ...	(b)(4)			0.00
4006	On Demand Guards  Increases: From (b)(4) By: To: Fully burdened labor rate: (b)(4)  Contractor shall be reimbursed for hours as incurred Amount: (b)(4) (Option Line Item) 09/30/2019 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Change Item 4006A to read as follows (amount shown is the total amount):  On Demand Transportation Labor (In Excess of Fixed Monthly Routes on CLIN 4004) -  Increases: From (b)(4) Continued ...	(b)(4)			0.00
4006A	On Demand Transportation Labor (In Excess of Fixed Monthly Routes on CLIN 4004) -  Increases: From (b)(4) Continued ...	(b)(4)			0.00

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NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	By: (b)(4) To: (b)(4)  Fully burdened labor rate: (b)(4)  Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) (Option Line Item) 09/30/2019 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Change Item 4007 to read as follows (amount shown is the total amount):  4007 Overtime Transportation Guards (b)(4) 0.00  Increases: From (b)(4) By: (b)(4) To: (b)(4)  Fully burdened labor rate: (b)(4)  Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) (Option Line Item) 09/30/2019 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Change Item 4009 to read as follows (amount shown is the total amount):  4009 Emergency Food Service Labor - Overtime (b)(4) 0.00  Increases: From (b)(4) By: (b)(4) To: (b)(4)  Fully burdened labor rate: (b)(4)  Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) (Option Line Item) 09/30/2019 Product/Service Code: S203 Continued ...				



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NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
5002B	Product/Service Description: HOUSEKEEPING- FOOD				
	Change Item 5002B to read as follows (amount shown is the total amount):  Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements GUARANTEED MINIMUM - 600 BEDS  Increases: From (b)(4) By: To: Amount: (b)(4) Option Line Item) 09/30/2020 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			0.00
5004	Change Item 5004 to read as follows (amount shown is the total amount):  Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed Minimum 1,000,000 miles  Increases: From (b)(4) By: To: Amount: (b)(4) Option Line Item) 09/30/2020 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			0.00
	Change Item 5006 to read as follows (amount shown is the total amount):  On Demand Guards  Increases: From (b)(4) By: To:  Fully burdened labor rate: (b)(4)  Continued ...	(b)(4)			0.00

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GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Contractor shall be reimbursed for hours as incurred (b)(4)</p> <p>Amount: (b)(4) (Option Line Item)</p> <p>09/30/2020</p> <p>Product/Service Code: S206</p> <p>Product/Service Description: HOUSEKEEPING- GUARD</p> <p>Change Item 5006A to read as follows (amount shown is the total amount):</p>				
5006A	<p>On Demand Transportation Labor (In Excess of Fixed Monthly Routes on CLIN 5004) -</p> <p>Increases:</p> <p>From (b)(4)</p> <p>By: (b)(4)</p> <p>To: (b)(4)</p> <p>Fully burdened labor rate: (b)(4)</p> <p>Contractor shall be reimbursed for hours as incurred (b)(4)</p> <p>Amount: (b)(4) (Option Line Item)</p> <p>09/30/2020</p> <p>Product/Service Code: S206</p> <p>Product/Service Description: HOUSEKEEPING- GUARD</p> <p>Change Item 5007 to read as follows (amount shown is the total amount):</p>	(b)(4)			0.00
5007	<p>Overtime Transportation Guards</p> <p>Increases:</p> <p>From (b)(4)</p> <p>By: (b)(4)</p> <p>To: (b)(4)</p> <p>Fully burdened labor rate: (b)(4)</p> <p>Contractor shall be reimbursed for hours as incurred (b)(4)</p> <p>Amount: \$ (b)(4) (Option Line Item)</p> <p>09/30/2020</p> <p>Product/Service Code: S206</p> <p>Product/Service Description: HOUSEKEEPING- GUARD</p> <p>Change Item 5009 to read as follows (amount shown Continued ...</p>	(b)(4)			0.00



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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	is the total amount):				
5009	Emergency Food Service Labor - Overtime  Increases: From (b)(4) By: To:  Fully burdened labor rate (b)(4)  Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) Option Line Item) 09/30/2020 Product/Service Code: S203 Product/Service Description: HOUSEKEEPING- FOOD  Change Item 6002B to read as follows (amount shown is the total amount):	(b)(4)			0.00
6002B	Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements GUARANTEED MINIMUM - 600 BEDS  Increases: From (b)(4) By: To: Amount: (b)(4) Option Line Item) 09/30/2021 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Change Item 6004 to read as follows (amount shown is the total amount):	(b)(4)			0.00
6004	Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed Minimum 1,000,000 miles  Increases: From (b)(4) By: To: Amount (b)(4) Option Line Item) 09/30/2021 Product/Service Code: V999 Continued ...	(b)(4)			0.00

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GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
6006	<p>Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER</p> <p>Change Item 6006 to read as follows (amount shown is the total amount):</p> <p>On Demand Guards</p> <p>Increases: From (b)(4) By: To:</p> <p>Fully burdened labor rate: (b)(4)</p> <p>Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) (Option Line Item) 09/30/2021 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD</p>			(b)(4)	0.00
6006A	<p>Change Item 6006A to read as follows (amount shown is the total amount):</p> <p>On Demand Transportation Labor (In Excess of Fixed Monthly Routes on CLIN 6004) -</p> <p>Increases: From (b)(4) By: To:</p> <p>Fully burdened labor rate: (b)(4)</p> <p>Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) (Option Line Item) 09/30/2021 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD</p>			(b)(4)	0.00
6007	<p>Change Item 6007 to read as follows (amount shown is the total amount):</p> <p>Overtime Transportation Guards</p> <p>Continued ...</p>			(b)(4)	0.00



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NAME OF OFFEROR OR CONTRACTOR  
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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Increases: From (b)(4) By: To:</p> <p>Fully burdened labor rate: (b)(4)</p> <p>Contractor shall be reimbursed for hours as incurred. Amount: \$ (b)(4) Option Line Item) 09/30/2021 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD</p> <p>Change Item 6009 to read as follows (amount shown is the total amount):</p>				
6009	<p>Emergency Food Service Labor - Overtime</p> <p>Increases: From (b)(4) By: To:</p> <p>Fully burdened labor rate: (b)(4)</p> <p>Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) Option Line Item) 09/30/2021 Product/Service Code: S203 Product/Service Description: HOUSEKEEPING- FOOD</p> <p>Change Item 7002B to read as follows (amount shown is the total amount):</p>	(b)(4)			0.00
7002B	<p>Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements and in accordance with FAR 52.217-8, Option to Extend Services. Not-To-Exceed 6 months.</p> <p>GUARANTEED MINIMUM - 600 BEDS</p> <p>Increases: From (b)(4) By: To: Continued ...</p>	(b)(4)			0.00

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
7004	<p>Amount: (b)(4) Option Line Item) 09/30/2022 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD</p> <p>Change Item 7004 to read as follows (amount shown is the total amount):</p> <p>Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements and in accordance with FAR 52.217-8, Option to Extend Services. Not-To-Exceed 6 months.</p> <p>Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed Minimum 500,000 miles</p> <p>Increases: From (b)(4) By: To: (b)(4) Amount: (b)(4) Option Line Item) 09/30/2022 Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER</p>			(b)(4)	0.00
7006	<p>Change Item 7006 to read as follows (amount shown is the total amount):</p> <p>Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements and in accordance with FAR 52.217-8, Option to Extend Services. Not-To-Exceed 6 months.</p> <p>On Demand Guards</p> <p>Increases: From (b)(4) By: To:</p> <p>Fully burdened labor rate: (b)(4)</p> <p>Continued ...</p>			(b)(4)	0.00



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NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
7006A	<p>Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) Option Line Item) 09/30/2022 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD</p> <p>Change Item 7006A to read as follows (amount shown is the total amount):</p>				0.00
	<p>Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements and in accordance with FAR 52.217-8, Option to Extend Services. Not-To-Exceed 6 months.</p> <p>On Demand Transportation Labor (In Excess of Fixed Monthly Routes on CLIN 7004) -</p> <p>Increases: From (b)(4) By: To:</p> <p>Fully burdened labor rate: (b)(4)</p> <p>Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) Option Line Item) 09/30/2022 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD</p> <p>Change Item 7007 to read as follows (amount shown is the total amount):</p>				
7007	<p>Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements and in accordance with FAR 52.217-8, Option to Extend Services. Not-To-Exceed 6 months.</p> <p>Overtime Transportation Guards</p> <p>Increases: From (b)(4) Continued ...</p>				0.00

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16 16NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	By: (b)(4) To: (b)(4)  Fully burdened labor rate: (b)(4)  Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) (Option Line Item) 09/30/2022 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Change Item 7009 to read as follows (amount shown is the total amount):  7009 Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements and in accordance with FAR 52.217-8, Option to Extend Services. Not-To-Exceed 6 months.  Emergency Food Service Labor - Overtime  Increases: From (b)(4) By: (b)(4) To: (b)(4)  Fully burdened labor rate: (b)(4)  Contractor shall be reimbursed for hours as incurred. Amount: (b)(4) (Option Line Item) 09/30/2022 Product/Service Code: S203 Product/Service Description: HOUSEKEEPING- FOOD  All other terms and conditions remain in full force and effect.			(b)(4)	0.00



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. P00008		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
6. ISSUED BY ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street, NW Suite (b)(6),(b)(7)(C) WASHINGTON DC 20536		CODE ICE/DCR		5. PROJECT NO. (If applicable)	
		7. ADMINISTERED BY (If other than Item 6) ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street NW, suite (b)(6),(b)(7)(C) Washington DC 20536		CODE ICE/DCR	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) GLOBAL PRECISION SYSTEMS LLC ATTN GLOBAL PRECISION SYSTEMS LLC 4600 DEBARR RD STE 200 ANCHORAGE AK 995083126		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. HSCEDM-15-D-00009	
				10B. DATED (SEE ITEM 13) 08/26/2015	
CODE 8055967100000		FACILITY CODE			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Bilateral Modification

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 805596710  
Program Office POC: (b)(6),(b)(7)(C) 915-856-(b)(6),(b)(7)(C)  
COR: (b)(6),(b)(7)(C) 915-298-(b)(6),(b)(7)(C)  
ACOR: (b)(6),(b)(7)(C) 915-856-(b)(6),(b)(7)(C)  
Contract Specialist: (b)(6),(b)(7)(C) 202-732-(b)(6),(b)(7)(C)  
Contracting Officer: (b)(6),(b)(7)(C) 202-732-1617

The purpose of this modification is to incorporate the 2016 Revisions to the Performance Based National Detention Standards 2011 (PBNDS 2011) at no additional cost to the Government. The Revision shall be implemented by June 30, 2017.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) (b)(6),(b)(7)(C) Vice President		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (b)(6),(b)(7)(C)	
(b)(6),(b)(7)(C) (Signature of person authorized to sign)		15C. DATE SIGNED 10/11/2017	

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
HSCEDM-15-D-00009/P00008PAGE OF  
2 2NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>The Revisions are documented in the following attachments to this modification</p> <p>1)Letter to Facilities on 2016 Revisions to PBNDS. 2)PBNDS 2011 (2016 Revisions). 3)PBNDS 2011 with 2016 Revisions in Tracked Changes.</p> <p>The total award remains unchanged: From: (b)(4) By: \$ To: \$ Exempt Action: Y Sensitive Award: NONE Period of Performance: 09/30/2015 to 09/29/2022 All other terms and conditions remain in full force and effect.</p>				



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 5									
2. AMENDMENT/MODIFICATION NO. P00001		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.									
6. ISSUED BY ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street, NW Suite (b)(6),(b)(7)(C) WASHINGTON DC 20536		CODE ICE/DCR		5. PROJECT NO. (If applicable)									
		7. ADMINISTERED BY (If other than Item 6) ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street NW, suite (b)(6),(b)(7)(C) Washington DC 20536		CODE ICE/DCR									
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  GLOBAL PRECISION SYSTEMS LLC 4600 DEBARR RD STE 200 ANCHORAGE AK 995083126		(x) 9A. AMENDMENT OF SOLICITATION NO.											
		9B. DATED (SEE ITEM 11)											
		x 10A. MODIFICATION OF CONTRACT/ORDER NO. HSCEDM-15-D-00009											
		10B. DATED (SEE ITEM 13) 08/26/2015											
CODE 8055967100000		FACILITY CODE											
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>													
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.													
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule													
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>													
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">CHECK ONE</td> <td>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</td> </tr> <tr> <td></td> <td>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</td> </tr> <tr> <td></td> <td>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:</td> </tr> <tr> <td>X</td> <td>D. OTHER (Specify type of modification and authority) Unilateral Modification</td> </tr> </table>						CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:	X	D. OTHER (Specify type of modification and authority) Unilateral Modification
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.												
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).												
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:												
X	D. OTHER (Specify type of modification and authority) Unilateral Modification												
<b>E. IMPORTANT:</b> Contractor <input checked="" type="checkbox"/> is not. <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.													
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)													
DUNS Number: 805596710													
Program Office POC: (b)(6),(b)(7)(C) 6-225 (b)(6),(b)(7)(C)													
COR: (b)(6),(b)(7)(C) 915-298- (b)(6),(b)(7)(C)													
ACOR: (b)(6),(b)(7)(C) 15-225- (b)(6),(b)(7)(C)													
Contract Specialist: (b)(6),(b)(7)(C) 202-732- (b)(6),(b)(7)(C)													
Contracting Officer: (b)(6),(b)(7)(C) 202-732- (b)(6),(b)(7)(C)													
<p>The purpose of this modification is to incorporate clauses 52.204-14 and 52.204-15 into the contract to acquire detention, transportation and food services for detainees housed at the El Paso Service Processing Center (SPC) in El Paso, Texas.</p> <p>Continued ...</p> <p>Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.</p>													
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (b)(6),(b)(7)(C)											
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16C. DATE SIGNED 11/14/2016									
(Signature of person authorized to sign)													

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED HSCEDM-15-D-00009/P00001	PAGE 2	OF 5
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NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>52.204-14 - Service Contract Reporting Requirements. As prescribed in 4.1705(a), insert the following clause:</p> <p>Service Contract Reporting Requirements (Jan 2014)</p> <p>(a) Definition.</p> <p>"First-tier subcontract" means a subcontract awarded directly by the Contractor for the purpose of acquiring supplies or services (including construction) for performance of a prime contract. It does not include the Contractor's supplier agreements with vendors, such as long-term arrangements for materials or supplies that benefit multiple contracts and/or the costs of which are normally applied to a Contractor's general and administrative expenses or indirect costs.</p> <p>(b) The Contractor shall report, in accordance with paragraphs (c) and (d) of this clause, annually by October 31, for services performed under this contract during the preceding Government fiscal year (October 1-September 30).</p> <p>(c) The Contractor shall report the following information:</p> <p>(1) Contract number and, as applicable, order number.</p> <p>(2) The total dollar amount invoiced for services performed during the previous Government fiscal year under the contract.</p> <p>(3) The number of Contractor direct labor hours expended on the services performed during the previous Government fiscal year.</p> <p>(4) Data reported by subcontractors under paragraph (f) of this clause.</p> <p>(d) The information required in paragraph (c) of this clause shall be submitted via the internet at <a href="http://www.sam.gov">www.sam.gov</a>. (See SAM User Guide). If the Contractor fails to submit the report in a timely manner, the contracting officer will exercise appropriate contractual remedies. In addition, Continued ...</p>				



<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED HSCEDM-15-D-00009/P00001	PAGE 3	OF 5
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NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>the Contracting Officer will make the Contractor's failure to comply with the reporting requirements a part of the Contractor's performance information under FAR subpart 42.15.</p> <p>(e) Agencies will review Contractor reported information for reasonableness and consistency with available contract information. In the event the agency believes that revisions to the Contractor reported information are warranted, the agency will notify the Contractor no later than November 15. By November 30, the Contractor shall revise the report or document its rationale for the agency.</p> <p>(f)</p> <p>(1) The Contractor shall require each first-tier subcontractor providing services under this contract, with subcontract(s) each valued at or above the thresholds set forth in 4.1703(a)(2), to provide the following detailed information to the Contractor in sufficient time to submit the report:</p> <p>(i) Subcontract number (including subcontractor name and DUNS number); and</p> <p>(ii) The number of first-tier subcontractor direct-labor hours expended on the services performed during the previous Government fiscal year.</p> <p>(2) The Contractor shall advise the subcontractor that the information will be made available to the public as required by section 743 of Division C of the Consolidated Appropriations Act, 2010.</p> <p>(End of clause)</p> <p>52.204-15 - Service Contract Reporting Requirements for Indefinite-Delivery Contracts. As prescribed in 4.1705(b), insert the following clause:</p> <p>Service Contract Reporting Requirements for Indefinite-Delivery Contracts (Jan 2014)</p> <p>(a) Definition.</p> <p>Continued ...</p>				

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED HSCEDM-15-D-00009/P00001	PAGE 4 OF 5
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NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>"First-tier subcontract" means a subcontract awarded directly by the Contractor for the purpose of acquiring supplies or services (including construction) for performance of a prime contract. It does not include the Contractor's supplier agreements with vendors, such as long-term arrangements for materials or supplies that benefit multiple contracts and/or the costs of which are normally applied to a Contractor's general and administrative expenses or indirect costs.</p> <p>(b) The Contractor shall report, in accordance with paragraphs (c) and (d) of this clause, annually by October 31, for services performed during the preceding Government fiscal year (October 1-September 30) under this contract for orders that exceed the thresholds established in 4.1703(a)(2).</p> <p>(c) The Contractor shall report the following information:</p> <p>(1) Contract number and order number.</p> <p>(2) The total dollar amount invoiced for services performed during the previous Government fiscal year under the order.</p> <p>(3) The number of Contractor direct labor hours expended on the services performed during the previous Government fiscal year.</p> <p>(4) Data reported by subcontractors under paragraph (f) of this clause.</p> <p>(d) The information required in paragraph (c) of this clause shall be submitted via the internet at <a href="http://www.sam.gov">www.sam.gov</a>. (See SAM User Guide). If the Contractor fails to submit the report in a timely manner, the contracting officer will exercise appropriate contractual remedies. In addition, the Contracting Officer will make the Contractor's failure to comply with the reporting requirements a part of the Contractor's performance information under FAR subpart 42.15.</p> <p>(e) Agencies will review Contractor reported information for reasonableness and consistency with available contract information. In the event Continued ...</p>				



CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED HSCEDM-15-D-00009/P00001	PAGE	OF
		5	5

NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>the agency believes that revisions to the Contractor reported information are warranted, the agency will notify the Contractor no later than November 15. By November 30, the Contractor shall revise the report or document its rationale for the agency.</p> <p>(f)</p> <p>(1) The Contractor shall require each first-tier subcontractor providing services under this contract, with subcontract(s) each valued at or above the thresholds set forth in 4.1703(a)(2), to provide the following detailed information to the Contractor in sufficient time to submit the report:</p> <p>(i) Subcontract number (including subcontractor name and DUNS number), and</p> <p>(ii) The number of first-tier subcontractor direct-labor hours expended on the services performed during the previous Government fiscal year.</p> <p>(2) The Contractor shall advise the subcontractor that the information will be made available to the public as required by section 743 of Division C of the Consolidated Appropriations Act, 2010.</p> <p>(End of clause)</p> <p>Exempt Action: Y</p> <p>Period of Performance: 09/30/2015 to 09/29/2022</p> <p>All other terms and conditions remain in full force and effect.</p>				

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1 CONTRACT ID CODE		PAGE OF PAGES 1 7	
2 AMENDMENT/MODIFICATION NO P00002		3 EFFECTIVE DATE See Block 160		4 REQUISITION/PURCHASE REQ NO	
5 PROJECT NO (if applicable)		6 ISSUED BY ICE/DCR ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street, NW Suite (b)(6),(b)(7)(C) WASHINGTON DC 20536		7 ADMINISTERED BY (if other than Item 6) ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street, NW, Suite (b)(6),(b)(7)(C) Washington DC 20536	
8 NAME AND ADDRESS OF CONTRACTOR (City, State and ZIP Code) GLOBAL PRECISION SYSTEMS LLC 4600 DEBARR RD STE 200 ANCHORAGE AK 995083126		9A AMENDMENT OF SOLICITATION NO (X)		9B DATED (SEE ITEM 11)	
CODE 8055967100000		FACILITY CODE		10A MODIFICATION OF CONTRACT/ORDER NO HSCEDM-15-D-0009	
				10B DATED (SEE ITEM 12) 02/12/16	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended <input type="checkbox"/> is not extended Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (if required) See Schedule					
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
CHECK ONE					
A THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A					
B THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
C THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF					
D OTHER (Specify type of modification and authority)					
X Bilateral Modification					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return _____ copies to the issuing office					
14 DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UIC section headings, including solicitation/subcontract subject matter where feasible)					
DUNS Number: 805596710					
Program Office POC: (b)(6),(b)(7)(C) 915-225-(b)(6),(b)(7)(C)					
COR: (b)(6),(b)(7)(C) 915-225-(b)(6),(b)(7)(C)					
ACOR: (b)(6),(b)(7)(C) 915-225-(b)(6),(b)(7)(C)					
Contract Specialist: (b)(6),(b)(7)(C) 202-732-(b)(6),(b)(7)(C)					
Contracting Officer: (b)(6),(b)(7)(C) 202-732-(b)(6),(b)(7)(C)					
The purpose of this modification is to create CHINS 0013, 0014, 1013, 1014, 2013, 2014, 3013, 3014, 4013, 4014, 5013, 5014, 6013, 6014, 7013, and 7014 in support of sack meals for the Albuquerque New Mexico and Pecos Texas sub offices.					
Continued ...					
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect					
15A NAME AND TITLE OF SIGNER (Type or print) (b)(6),(b)(7)(C) BSNC			15B NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (b)(6),(b)(7)(C)		
15C DATE SIGNED 02/12/16			15D DATE SIGNED 2/16/2016		
NSN 7540-01-152-6070 Previous edition unusable			RM 30 (REV 10-80) SA FAR (45 CFR) 53.243		



<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED HSCEDM-15-D-00009/P00002	PAGE 2	OF 7
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NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Exempt Action: Y Delivery Location Code: ICE/ERO ICE Enforcement &amp; Removal Immigration and Customs Enforcement 801 I Street, NW Suite 900 Washington DC 20536</p> <p>Period of Performance: 09/30/2015 to 09/29/2022</p> <p>Add Item 0013 as follows:</p>				
0013	<p>Albuquerque Sub Office Meals</p> <p>EST. 420 meals monthly</p> <p>(b)(4)</p> <p>Obligated Amount: \$0.00 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD</p> <p>Delivery: 30 Days After Award</p> <p>Add Item 0014 as follows:</p>	(b)(4)			0.00
0014	<p>Pecos Sub Office Meals</p> <p>EST. 500 meals monthly</p> <p>(b)(4)</p> <p>Obligated Amount: \$0.00 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD</p> <p>Add Item 1013 as follows:</p>	(b)(4)			0.00
1013	<p>Albuquerque Sub Office Meals</p> <p>EST. 420 meals monthly</p> <p>Continued ...</p>	(b)(4)			0.00

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
HSCEDM-15-D-00009/P00002PAGE  
3OF  
7NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	(b)(4)				
	Amount: (b)(4) (Option Line Item) 09/30/2016 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Delivery: 30 Days After Award  Add Item 1014 as follows:				
1014	Pecos Sub Office Meals  EST. 500 meals monthly				0.00
	(b)(4)				
	Amount: (b)(4) (Option Line Item) 09/30/2016 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Add Item 2013 as follows:				
2013	Albuquerque Sub Office Meals  EST. 420 meals monthly				0.00
	(b)(4)				
	Amount: (b)(4) (Option Line Item) 09/30/2017 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Delivery: 30 Days After Award  Add Item 2014 as follows:				
2014	Pecos Sub Office Meals  EST. 500 meals monthly  Continued ...				0.00



ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	(b)(4)				
	Amount: (b)(4) (Option Line Item) 09/30/2017 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD				
	Add Item 3013 as follows:				
3013	Albuquerque Sub Office Meals  EST. 420 meals monthly	(b)(4)			0.00
	(b)(4)				
	Amount: (b)(4) (Option Line Item) 09/30/2018 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD				
	Delivery: 30 Days After Award				
	Add Item 3014 as follows:				
3014	Pecos Sub Office Meals  EST. 500 meals monthly	(b)(4)			0.00
	(b)(4)				
	Amount: (b)(4) (Option Line Item) 09/30/2018 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD				
	Add Item 4013 as follows:				
4013	Albuquerque Sub Office Meals  EST. 420 meals monthly	(b)(4)			0.00
	(b)(4)				
	Continued ...				

NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	(b)(4)				
	Amount: (b)(4) Option Line Item) 09/30/2019 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Delivery: 30 Days After Award  Add Item 4014 as follows:				
4014	Pecos Sub Office Meals  EST. 500 meals monthly	(b)(4)			0.00
	(b)(4)				
	Amount: (b)(4) Option Line Item) 09/30/2019 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Add Item 5013 as follows:				
5013	Albuquerque Sub Office Meals  EST. 420 meals monthly	(b)(4)			0.00
	(b)(4)				
	Amount: (b)(4) Option Line Item) 09/30/2020 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Delivery: 30 Days After Award  Add Item 5014 as follows:				
5014	Pecos Sub Office Meals  EST. 500 meals monthly	(b)(4)			0.00
	(b)(4) Continued ...				



CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED HSCEDM-15-D-00009/P00002	PAGE	OF
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NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	(b)(4)				
	Amount: (b)(4) Option Line Item) 09/30/2020 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD				
6013	Add Item 6013 as follows:  Albuquerque Sub Office Meals  EST. 420 meals monthly	(b)(4)			0.00
	(b)(4)				
	Amount: (b)(4) Option Line Item) 09/30/2021 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD				
6014	Delivery: 30 Days After Award Add Item 6014 as follows:  Pecos Sub Office Meals  EST. 500 meals monthly	(b)(4)			0.00
	(b)(4)				
	Amount: (b)(4) Option Line Item) 09/30/2021 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD				
7013	Add Item 7013 as follows:  Albuquerque Sub Office Meals  EST. 420 meals monthly	(b)(4)			0.00
	(b)(4)				
	Continued ...				

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
HSCEDM-15-D-00009/P00002

PAGE 7 OF 7

NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
7014	(b)(4) 09/30/2022 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD Delivery: 30 Days After Award Add Item 7014 as follows: Pecos Sub Office Meals EST. 500 meals monthly (b)(4) Amount: (b)(4) (Option Line Item) 09/30/2022 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD All other terms and conditions remain in full force and effect.			(b)(4)	0.00



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. P00003	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street, NW Suite (b)(4) WASHINGTON DC 20536	CODE ICE/DCR	7. ADMINISTERED BY (If other than Item 6) ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street NW, suite (b)(4) Washington DC 20536	CODE ICE/DCR
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) GLOBAL PRECISION SYSTEMS LLC 4600 DEBARR RD STE 200 ANCHORAGE AK 995083126		(x) 9A. AMENDMENT OF SOLICITATION NO.	
		9B. DATED (SEE ITEM 11)	
		x 10A. MODIFICATION OF CONTRACT/ORDER NO. HSCEDM-15-D-00009	
		10B. DATED (SEE ITEM 13) 08/26/2015	
CODE 8055967100000	FACILITY CODE		

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Bilateral Modification

**E. IMPORTANT:** Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 805596710

Program Office POC: (b)(4) 915-856-(b)(4)

COR: (b)(4) 915-298-5-(b)(4)

ACOR: (b)(4) 915-856-(b)(4)

Contract Specialist: (b)(4) 202-732-(b)(4)

Contracting Officer: (b)(4) 202-732-(b)(4)

The purpose of this modification is to make a change in post location. The Mailroom Guard position will move to the Barbershop Guard location. There is no impact to the contract price as all work will be performed during the same day shift times.

Exempt Action: Y

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (b)(4)	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
HSCEDM-15-D-00009/P00003PAGE OF  
2 2NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Period of Performance: 09/30/2015 to 09/29/2022 All other terms and conditions remain in full force and effect.				



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE OF PAGES 1 5
2. AMENDMENT/MODIFICATION NO. P00011	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street, NW Suite (b)(4) WASHINGTON DC 20536	CODE ICE/DCR	7. ADMINISTERED BY (If other than Item 6) ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street NW, suite (b)(4) Washington DC 20536	CODE ICE/DCR
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) GLOBAL PRECISION SYSTEMS LLC ATTN GLOBAL PRECISION SYSTEMS LLC 4600 DEBARR RD STE 200 ANCHORAGE AK 995083126		(x) 9A. AMENDMENT OF SOLICITATION NO.	
		9B. DATED (SEE ITEM 11)	
		x 10A. MODIFICATION OF CONTRACT/ORDER NO. HSCEDM-15-D-00009	
		10B. DATED (SEE ITEM 13) 08/26/2015	
CODE 8055967100000	FACILITY CODE		

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Bilateral Modification

**E. IMPORTANT:** Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 805596710

Program Office POC: (b)(4) 915-856-5 (b)(4)

COR: (b)(4), 915-225 (b)(4)

ACOR: (b)(4) 915-856- (b)(4)

Contract Specialist: (b)(4) 202-732- (b)(4)

Contracting Officer: (b)(4) 202-732- (b)(4)

The purpose of this modification is as follows:

1) Incorporate Wage Determination (WD) 2015-5229, Revision 6, Date 08-06-2018, which is attached.

2) Exercise Option Year Three (3) please see the Contract Line Item Numbers (CLINs) for Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) (b)(4) Vice President	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (b)(4)
15C. DATE SIGNED 08/24/18	

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED HSCEDM-15-D-00009/P00011	PAGE	OF
		2	5

NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>description of Detention, Transportation and Related Transportation Services.</p> <p>The total award has remained the same: To: (b)(4)</p> <p>Exempt Action: Y Sensitive Award: NONE Period of Performance: 09/30/2015 to 09/29/2022</p> <p>Change Item 3002B to read as follows (amount shown is the total amount):</p>				
3002B	<p>Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements GUARANTEED MINIMUM - 600 BEDS</p> <p>Increases: From (b)(4) By: To: Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD</p> <p>Change Item 3004 to read as follows (amount shown is the total amount):</p>	(b)(4)			
3004	<p>Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed Minimum 1,000,000 miles</p> <p>Increases: From (b)(4) By: To: Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER</p> <p>Change Item 3004A to read as follows (amount shown is the total amount):</p>	(b)(4)			
3004A	<p>Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Above Guaranteed 1,000,000 miles Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER</p> <p>Continued ...</p>	(b)(4)			



<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED HSCEDM-15-D-00009/P00011	PAGE	OF
		3	5

NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
3005B	<p>Change Item 3005B to read as follows (amount shown is the total amount):</p> <p>Food Product/Service Code: 8945 Product/Service Description: FOODS, OILS, &amp; FATS</p>			(b)(4)	
3006	<p>Change Item 3006 to read as follows (amount shown is the total amount):</p> <p>On Demand Guards</p> <p>Increases: From (b)(4) By: To:</p> <p>Fully burdened labor rate: (b)(4)</p> <p>Contractor shall be reimbursed for hours as incurred. Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD</p>			(b)(4)	
3006A	<p>Change Item 3006A to read as follows (amount shown is the total amount):</p> <p>On Demand Transportation Labor (In Excess of Fixed Monthly Routes on CLIN 3004) -</p> <p>Increases: From (b)(4) By: To:</p> <p>Fully burdened labor rate: (b)(4)</p> <p>Contractor shall be reimbursed for hours as incurred. Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD</p>			(b)(4)	
3006B	<p>Change Item 3006B to read as follows (amount shown is the total amount):</p> <p>On Demand Transportation Mileage Reimbursement (In Excess of Fixed Monthly Routes on CLIN 3004) Continued ...</p>			(b)(4)	

NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER  Change Item 3007 to read as follows (amount shown is the total amount):				
3007	Overtime Transportation Guards  Increases: From: (b)(4) By: To: (b)(4)  Fully burdened labor rate: (b)(4)  Contractor shall be reimbursed for hours as incurred. Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Change Item 3008 to read as follows (amount shown is the total amount):	(b)(4)			
3008	Transportation - MI&E and Lodging  Contractor shall be reimbursed for expenses as incurred. MI&E and Lodging will be reimbursed at the GSA published rates at the time travel occurs. Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER  Change Item 3011 to read as follows (amount shown is the total amount):	(b)(4)			
3011	Sack Lunches/IAO Meals - NTE 36,000 In accordance with 2011 PBNDS Food Service Section 4.1 Product/Service Code: 8945 Product/Service Description: FOODS, OILS, & FATS  Change Item 3012 to read as follows (amount shown is the total amount):	(b)(4)			
3012	Detainee Work Program Continued ...	(b)(4)			



NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Contractor shall be reimbursed on the award document for expenses as incurred. Detainees earn (b)(4) per day.</p> <p>Product/Service Code: S203</p> <p>Product/Service Description: HOUSEKEEPING- FOOD</p>				
3013	<p>Change Item 3013 to read as follows (amount shown is the total amount):</p> <p>Albuquerque Sub Office Meals</p> <p>EST. 420 meals monthly</p> <p>(b)(4)</p> <p>Obligated Amount: \$0.00</p> <p>Product/Service Code: S206</p> <p>Product/Service Description: HOUSEKEEPING- GUARD</p>	(b)(4)			
3014	<p>Change Item 3014 to read as follows (amount shown is the total amount):</p> <p>Pecos Sub Office Meals</p> <p>EST. 500 meals monthly</p> <p>(b)(4)</p> <p>Obligated Amount: \$0.00</p> <p>Product/Service Code: S206</p> <p>Product/Service Description: HOUSEKEEPING- GUARD</p> <p>All other terms and conditions remain in full force and effect.</p>	(b)(4)			

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. P00009	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street, NW Suite 700 WASHINGTON DC 20536	CODE ICE/DCR	7. ADMINISTERED BY (If other than Item 6) ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street NW, suite 700 Washington DC 20536	CODE ICE/DCR
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) GLOBAL PRECISION SYSTEMS LLC ATTN GLOBAL PRECISION SYSTEMS LLC 4600 DEBARR RD STE 200 ANCHORAGE AK 995083126		(x) 9A. AMENDMENT OF SOLICITATION NO.	
		9B. DATED (SEE ITEM 11)	
		x 10A. MODIFICATION OF CONTRACT/ORDER NO. HSCEDM-15-D-00009	
		10B. DATED (SEE ITEM 13) 08/26/2015	
CODE 8055967100000	FACILITY CODE		

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Bilateral Modification

**E. IMPORTANT:** Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 805596710

Program Office POC: (b)(6),(b)(7)(C) 915-856-(b)(6),(b)(7)(C)

COR: (b)(6),(b)(7)(C) 915-225-(b)(6),(b)(7)(C)

ACOR: (b)(6),(b)(7)(C) 915-856-(b)(6),(b)(7)(C)

Contract Specialist: (b)(6),(b)(7)(C) 202-732-(b)(6),(b)(7)(C)

Contracting Officer: A (b)(6),(b)(7)(C) 202-732-(b)(6),(b)(7)(C)

The purpose of this modification is to update language in Attachment 13, INCORPORATION OF DHS PREA STANDARDS. The Contractor is responsible for the administrative investigations including the requisite training for any investigators, as described at Attachment 13, INCORPORATION OF DHS PREA STANDARDS, Para. 115.71 - Criminal and Administrative  
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) (b)(6),(b)(7)(C) Vice President	15B. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (b)(6),(b)(7)(C)
15C. DATE SIGNED 01/17/2018	15D. SIGNATURE OF CONTRACTING OFFICER (Signature of Contracting Officer)

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

2018-ICLI-00040 7515



## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
HSCEDM-15-D-00009/P00009PAGE OF  
2 2NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Investigations.  The total award remains unchanged: From: (b)(4) By: \$ To: \$ Exempt Action: Y Sensitive Award: NONE Period of Performance: 09/30/2015 to 09/29/2022 All other terms and conditions remain in full force and effect.				

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 5	
2. AMENDMENT/MODIFICATION NO. P00006		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
6. ISSUED BY ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street, NW Suite (b)(6),(b)(7)(C) WASHINGTON DC 20536		CODE ICE/DCR		5. PROJECT NO. (If applicable)	
		7. ADMINISTERED BY (If other than Item 6) ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street NW, suite (b)(6),(b)(7)(C) Washington DC 20536		CODE ICE/DCR	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  GLOBAL PRECISION SYSTEMS LLC ATTN GLOBAL PRECISION SYSTEMS LLC 4600 DEBARR RD STE 200 ANCHORAGE AK 995083126			9A. AMENDMENT OF SOLICITATION NO. (x)		
			9B. DATED (SEE ITEM 11)		
			X 10A. MODIFICATION OF CONTRACT/ORDER NO. HSCEDM-15-D-00009		
			10B. DATED (SEE ITEM 13) 08/26/2015		
CODE 8055967100000		FACILITY CODE			
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule					
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>					
CHECK ONE					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority) X Bilateral Modification					
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not. <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) DUNS Number: 805596710 Program Office POC: (b)(6),(b)(7)(C) 915-856-5 (b)(6),(b)(7)(C) COR: (b)(6),(b)(7)(C) 915-298- (b)(6),(b)(7)(C) ACOR: (b)(6),(b)(7)(C) 915-856- (b)(6),(b)(7)(C) Contract Specialist: (b)(6),(b)(7)(C) 202-732- (b)(6),(b)(7)(C) Contracting Officer: (b)(6),(b)(7)(C) 202-732- (b)(6),(b)(7)(C) Contracting Officer: (b)(6),(b)(7)(C) 202-732- (b)(6),(b)(7)(C)					
The purpose of this modification is to: 1) Exercise Option Year Two of contract HSCEDM-15-D-00009 2) Appoint a new COR for contract HSCEDM-15-D-00009 Continued ...					
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNED (Type or print) (b)(6),(b)(7)(C) Vice President			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (b)(6),(b)(7)(C)		
15C. DATE SIGNED 27 Sep 201			16C. DATE SIGNED		



## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
HSCEDM-15-D-00009/P00006

PAGE 2 OF 5

NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>COR is changed: From: (b)(6),(b)(7)(C) 915-298 (b)(6),(b)(7)(C) TO: Rosalva (b)(6),(b)(7)(C) 915-225 (b)(6),(b)(7)(C)</p> <p>3) Incorporation of Wage Determination #2015-5229, Rev 3, Dated 08/03/2017</p> <p>Attachment 5: Wage Determination #2015-5229, Rev 3, Dated 08/03/2017</p> <p>The total award remains unchanged: From (b)(4) By: To:</p> <p>Exempt Action: Y Sensitive Award: NONE Delivery Location Code: ICE/ERO ICE Enforcement &amp; Removal Immigration and Customs Enforcement 801 I Street, NW Suite 900 Washington DC 20536</p> <p>Period of Performance: 09/30/2015 to 09/29/2022</p> <p>Change Item 2002B to read as follows (amount shown is the total amount):</p> <p>2002B Detention and Food Services in accordance with Statement of Objectives and Performance Work Statements GUARANTEED MINIMUM - 600 BEDS Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD</p> <p>Change Item 2004 to read as follows (amount shown is the total amount):</p> <p>2004 Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Guaranteed Minimum 1,000,000 miles Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER</p> <p>Continued ...</p>				

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
HSCEDM-15-D-00009/P00006PAGE OF  
3 5NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
2004A	Change Item 2004A to read as follows (amount shown is the total amount): Transportation (in accordance with Statement of Objectives and Performance Work Statement) - Above Guaranteed 1,000,000 miles Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER	(b)(4)			
2005B	Change Item 2005B to read as follows (amount shown is the total amount): Food Product/Service Code: 8945 Product/Service Description: FOODS, OILS, & FATS	(b)(4)			
2006	Change Item 2006 to read as follows (amount shown is the total amount): On Demand Guards (b)(4) Fully burdened labor rate: (b)(4) Contractor shall be reimbursed for hours as incurred. Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD	(b)(4)			
2006A	Change Item 2006A to read as follows (amount shown is the total amount): On Demand Transportation Labor (In Excess of Fixed Monthly Routes on CLIN 2004) - Fully burdened labor rate: (b)(4) Contractor shall be reimbursed for hours as incurred. Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Change Item 2006B to read as follows (amount shown is the total amount):  Continued ...	(b)(4)			



## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
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NAME OF OFFEROR OR CONTRACTOR  
GLOBAL PRECISION SYSTEMS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
2006B	On Demand Transportation Mileage Reimbursement (In Excess of Fixed Monthly Routes on CLIN 2004)  Reimbursed at (b)(4) per mile. Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER  Change Item 2007 to read as follows (amount shown is the total amount):	(b)(4)			
2007	Overtime Transportation Guards  Fully burdened labor rate: (b)(4)  Contractor shall be reimbursed for hours as incurred. Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Change Item 2008 to read as follows (amount shown is the total amount):	(b)(4)			
2008	Transportation - MI&E and Lodging  Contractor shall be reimbursed for expenses as incurred. MI&E and Lodging will be reimbursed at the GSA published rates at the time travel occurs. Product/Service Code: V999 Product/Service Description: TRANSPORTATION/TRAVEL/RELOCATION- OTHER: OTHER  Change Item 2011 to read as follows (amount shown is the total amount):	(b)(4)			
2011	Sack Lunches/IAO Meals - NTE 36,000 In accordance with 2011 PBNDS Food Service Section 4.1 Product/Service Code: 8945 Product/Service Description: FOODS, OILS, & FATS  Change Item 2012 to read as follows (amount shown is the total amount):	(b)(4)			
2012	Detainee Work Program  Continued ...	(b)(4)			

## CONTINUATION SHEET

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NAME OF OFFEROR OR CONTRACTOR  
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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Contractor shall be reimbursed on the award document for expenses as incurred. Detainees earn (b)(4) per day. Product/Service Code: S203 Product/Service Description: HOUSEKEEPING- FOOD				
2013	Change Item 2013 to read as follows (amount shown is the total amount):  Albuquerque Sub Office Meals  EST. 420 meals monthly  (b)(4)	(b)(4)			
2014	Obligated Amount: \$0.00 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  Delivery: 30 Days After Award  Change Item 2014 to read as follows (amount shown is the total amount):  Pecos Sub Office Meals  EST. 500 meals monthly  (b)(4)	(b)(4)			
	Obligated Amount: \$0.00 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD  All other terms and conditions remain in full force and effect.				